

Handwriting Policy



Introduction

We encourage children to take pride in the presentation of their written work, but also to make them aware that different degrees of neatness may be appropriate for different tasks. They are helped to see that there is a balance between speed and legibility which is dependent on the purpose of writing: the product or the final draft of a piece of writing, needing the greatest attention to handwriting skills.

Although we have many opportunities to practise handwriting skills across the curriculum, we also provide regular lessons for teaching and revising these skills. The frequency and length of these lessons varies according to the age and competence of children but take place at least three times a week.

Formal handwriting is taught through the use of the Letter Join scheme, which has been developed on the following key principle:

- That handwriting is a life long skill, which allows children and adults to communicate effectively.
- That handwriting is not a separate curricular subject.

Aims

Through the teaching of handwriting our aims are to:

- Develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letter forms to help communicate meaning clearly.

Whole School Organisation and Management

(i) Planning

- Planning is done with reference to the English Programme of Study
- Planning is also based on formative assessment teaching the gaps in learning
- Using the handwriting scheme, teachers work through each week to ensure they have covered what is required over the term
- This as well as the handwriting scheme is used to plan weekly sessions

(ii) Time Allocation

Handwriting is a cross-curricular task and will be taken into consideration during all lessons.

- Handwriting is taught through a three times weekly handwriting lesson; however this is then practiced and applied throughout other writing activities.
- Handwriting might also be taught during daily English lessons and during other allocated parts of the day.
- Some children may also be involved in fine motor/ handwriting interventions throughout the week, which will focus on their areas of weakness.

Year Groups

Foundation Stage

FS children will be given opportunities for pre-writing activities to develop fine motor control, left/right hand eye co-ordination and muscle development. Teachers own writing will reflect the school scheme and will be modelled to the children during whole class or group guided writing activities. Great emphasis will be placed on teaching the correct posture, position and grip from the beginning and this should be carefully monitored and corrected where necessary.

Name cards are used in FS so that the children can see what their name looks like and how the letters of their name are shaped/formed. Then they explore this by tracing over the letters with their fingers, pencils, pens etc. and then try to copy write.

Children will be taught how to hold the pencil correctly (using Froggy Legs- see picture) and how to have the correct writing posture.



Left-handers should have no greater difficulty in learning to write than right handers. They will automatically move the paper slightly to be a more comfortable angle so that their writing is visible. They will be reminded to start on the left of the page.

We aim to provide opportunities for using a variety of paper and a range of writing tools. Lines will also be given so that children can start to practise writing on a line.

Each letter will be introduced with a rhyme and action to help the children remember the formation.

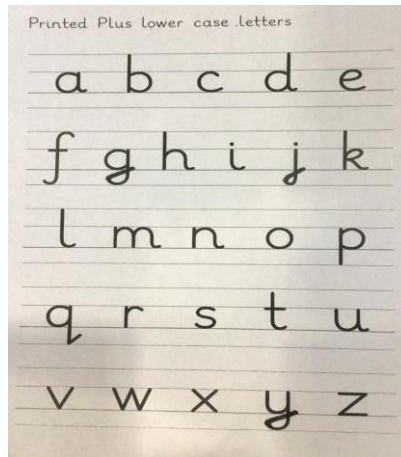
Letter formation needs to be taught in conjunction with the online letter formation handbook which all teachers and TAs have. Correct formation of capital letters will be taught alongside lower case.

Numbers

- Number formation (from 0-10) will be taught in Foundation Stage- starting with numbers of personal significance. This is taught when children can hold a pencil correctly.
- Teachers model number writing on a daily basis and within Maths numbers are taught in the correct order. 1,2,3,4,5,6,7,8,9,10

Reception

Children in Reception will begin taking part in handwriting practice session once they have achieved proper pencil grip and control. These sessions will be carried out 2 or more times per week in short bursts. Children will practice the correct posture and begin to write on lines. Children will be taught in Reception to loop descending letters.



Year 1

In Year 1, children are taught the pre cursive style (see picture below). By the end of Year 1 children should be writing in the pre-cursive style during all writing activities. Children will be able to form all letters with exit strokes, a completed loop under the line for g, j and y and a round k, w and x. They will be able to form capital letters and numbers correctly. This will depend on the level they are working at and specific educational needs.



Year 2

In Year 2, children will consolidate the formation of the single letters taught in Year 1, of both lower case and upper case, before being taught the varying joins needed for cursive writing.

Key Stage 2

Children will be taught a fully cursive script in which all letters, apart from capital letters, will be joined. To set clear objectives at this learning stage, letters will be taught in an upright position, vertical to the line. As writers become more fluent, some children will naturally slope their writing particularly as speed develops and this is quite acceptable as it gives individual character to the writing. However, any sloping must be consistent throughout, and not so exaggerated that legibility is affected.

Children will continue to develop a legible, fluent script which will be able to be adapted for different purposes. Activities following on from the work in Year 2, continue with regular reviewing, teaching, practicing and applying.

In KS2, teachers introduce the fact that different forms of handwriting can be used for different purposes, e.g. speed for note-taking, capitals and printing for notices etc, with the reinforcement of correct posture and grip.

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