

# ST WILFRID'S CE PRIMARY SCHOOL

## Handwriting Policy

### Aim:

- To develop a fluent, cursive handwriting style that is consistent throughout the school.

### Progress and continuity:

- The cursive style of handwriting will be introduced in a developmentally appropriate way throughout the school:
  - Reception and Year 1 teachers will teach letters in stroke related groups to ensure the correct letter formation and orientation, ensuring children use a comfortable and efficient pencil grip:

**Group 1** c d a g o q **Group 2** l t i j u y **Group 3** n m r p h b k **Group 4** x z v w **Group 5** e s f

- Year 2 and 3 teachers will teach and consolidate the four basic handwriting joins (diagonal joins to letters without ascenders/ horizontal joins to letters without ascenders/ diagonal joins to letters with ascenders/horizontal joins to letters with ascenders) helping the children to develop consistency in the size and proportion of their letters and spacing within and between words.
- Year 4 teachers will support children in developing a neat, legible and joined script.
- Year 5 teachers will support children in adapting their handwriting for different purposes.
- Year 6 teachers will encourage children to develop a consistent and personal, legible handwriting style.

### Reception and Key Stage 1

- Children in Reception and Key Stage 1 will engage in 'handwriting practice' at least three times a week. This could be through the teaching of spelling as well as discreet handwriting lessons.
- Fine motor skills and letter formation will develop through the use of a range of media and experiences, for example, 'write dance' exercises, tracking and tracing, doodling and scribbling, sky writing, mark making in the sand tray, finger painting and 'tweezer' activities.

### Key Stage 2

- At the beginning of each year, children will spend three weeks revising and practicing the cursive style in daily sessions.
- Links between handwriting and spelling patterns will be exploited during appropriate sessions.
- Children will work towards earning their pen license.
- Once children have received their pen license all written work will be completed in pen with the exception of maths.

### The Whole School

- All staff will model the school's cursive style consistently and continually at the appropriate level when modeling on the IWB and in displays.
- Handwriting will be taught to the whole class as well as to small focus groups.
- Displays will sometimes have examples of handwritten labels on them not just word processed.

### Resources:

- Every class will display the 'school alphabet' prominently.
- Appropriate materials to develop fine motor control will be available in all Infant year groups.
- Children will use a triangular barreled pencil or pencil grips until their fine motor control has developed.

- Children continue to write in pencil for all purposes until Year 3 when they progress to writing with a Berol handwriting pen when publishing work or they have earned their pen license.
- Laminated guidelines will be available in each class to aid the presentation of the final draft.

#### **Assessment:**

The assessment of handwriting will be ongoing. Each child's progress will be monitored and the next stage of learning identified. Children may progress at different rates, but no child should start joined writing until they can form their letters correctly, or fully use ink until they can write in a neat, legible and joined style.

#### **Inclusion:**

It will be expected that all children are included in this work regardless of gender, race, intellectual capability or social need.

#### **Left-handers**

All teachers need to be fully aware of their left-handed children. Some simple rules may help left-handers to write with more ease:

- Left-handers need to sit with good space to their left.
- Left-handers need to place their paper to the left side, and then slant the paper to suit the individual. This allows the writer to have their hand below the line, in a non-inverted position, without interrupting their line of vision.
- Left-handers need to use the correct writing implements e.g. left-handed adapted pencils from [www.anythinglefthanded.co.uk](http://www.anythinglefthanded.co.uk) or smudge free pens.
- Ensure left-handers are not writing in the shadow of their own hand.
- Ensure the pen is held far enough away from the point to allow the writer to see the written trace.

#### **Physical difficulties**

- Children who experience gross and fine motor co-ordination difficulties in Reception and Key Stage 1 will be supported through the 'Jump Ahead' programme.
- Children who experience significant physical difficulties with writing may be supported through the 'Handwriting without Tears' programme.

#### **Monitoring**

Handwriting will be monitored to assess the effectiveness of the policy and practice through a range of strategies e.g. work sampling and the observation of handwriting sessions.

#### **Evaluation**

This policy will be reviewed in September 2018.

#### **Further Information**

Please refer to the 'Handwriting Booklet for Teachers and TA's' for more information.

Please refer to Rosemary Sassoon's book, 'Handwriting: the way to teach it' in the 'Teacher Room' for more support.