



Handwriting Policy

Review: February 2024

'Writing also depends on fluent, legible and, eventually, speedy handwriting.'

- The National Curriculum for English (2014).

Aims

Handwriting is Presentable and Fluent

The school has invested in the Letter-Join programme. Parents have access to online resources so that children can practise at home. Username and Passwords are given in our termly Curriculum Flyers.

Username: herr Password: ick

Early Years Foundation Stage

- Patterns and pre-cursive shapes –spirals, zig zags
- Cursive Alphabet
- Short Words using pencil with a gripper

Year 1	Year 2
<ul style="list-style-type: none"> • Consistent spacing • Letter sizes as well • Learn 'speedy handwriting' • Joining cursive letters 	<ul style="list-style-type: none"> • Joining cursive letters • Practise 'speedy handwriting' • Challenging 'joins' <p>Handwriting Club and additional tasks are planned to support targeted individuals.</p>

Years 3 and 4	Years 5 & 6
<ul style="list-style-type: none"> • Continue to practise joining cursive letters • Further develop 'speedy handwriting' <p>Handwriting Club and additional tasks are planned to support targeted individuals.</p>	<p>The expectation is that writing is legible, joined and fluent.</p> <p>Children, who have not yet mastered handwriting, will attend a daily handwriting club and receive additional handwriting opportunities.</p>

If handwriting is presentable and joined, children use a handwriting pen for independent and cross curricular pieces of writing.

Resources

Correct pencil grip is established at an early stage. Children, who are struggling with handwriting, use a grip pencil to help secure finger position. Provision is made for left-handed children to establish correct position in relation to the table and for their comfort. Early writing 'chubby' learner pencils are used in Nursery, Reception and at the beginning of Year 1 if required.

Teachers model neat handwriting on the board and when marking books.

Labels and displays reflect written handwriting style labels as well as printed in order for children to absorb various styles as they read within their environment. We ensure that the children are exposed to written and printed titles / labels / questions within our displays.

Special Educational Needs (refer to the SEN policy)

Pupils with specific learning difficulties find cursive handwriting useful because the writing implement stays on the page for the majority of a word.

- Write from left to right and from top to bottom.
- Start and finish letters correctly.
- Be consistent with the size and shape of letters and the spacing of letters and words.
- Have the correct pencil grip.
- Find a convenient position for their page.

New Arrivals

Written work produced by new arrivals, which have already developed a handwriting style, is celebrated. They are not encouraged to adapt or learn to write using any handwriting scheme if their writing is neat and legible.

Roles and responsibilities of staff and governors

The Literacy Coordinator is responsible for overseeing the development of handwriting across the school.

Year 1

Writing – handwriting

Statutory requirements

Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

Year 2

Writing – handwriting

Statutory requirements

Pupils should be taught to:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- use spacing between words that reflects the size of the letters.

Year 3 and 4

Writing – handwriting

Statutory requirements

Pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting [for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch].

Writing – handwriting and presentation

Statutory requirements

Pupils should be taught to:

- write legibly, fluently and with increasing speed by:
 - choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
 - choosing the writing implement that is best suited for a task.