

ST BEDE'S RC PRIMARY SCHOOL **HANDWRITING POLICY AND GUIDANCE**



*As one
we learn together,
play together,
pray together,
as one*

Introduction

“Legible handwriting that can be produced at speed, and with a minimum of thought, allows a child to give their full attention to the composition and content of their writing, and to their learning in other curriculum areas. Without fast and legible handwriting, students may miss out on learning opportunities and under-achieve academically.”

(National Handwriting Association)

Aims

- To understand the importance of clear and neat presentation in order to communicate their meaning clearly
- To take pride in the presentation of their work
- To be able to write quickly
- To develop a fluent, joined and legible style of writing where letters are accurately formed and consistent in size
- To enable children to achieve correct letter movement for both left and right-handed writers.

Progression

Foundation Stage

- Children in Reception will be continuously involved in pre-writing activities to develop their fine motor coordination skills, manipulative skills and hand-eye co-ordination.
- Children will practise forming letters using a variety of materials, such as sand and paint.
- Children will be taught to hold a pencil using the tripod grip as it offers the greatest control and minimises the risk of strain. Children pinch the pencil between the ball of the thumb and forefinger, support with the middle finger and tuck the other fingers away.
- Children learn the letter shape with the letter sound. This will be taught using Read, Write Inc Phonics resources that teach a rhyme for each letter formation.
- This will be in a pre-cursive, printed style.



Year 1

- In the Autumn term children will consolidate correct formation of the letters using a pre-cursive printed style in handwriting lessons and in conjunction with phonic work.
- Correct pencil grip will be reinforced.
- Children will be taught letter families with the aim of securing correct formation. Relative size, positioning and spacing will also be taught.

- In Spring term 2 children will be made aware of the continuous cursive font. 'Leads-in' and leads out will be introduced.
- Children will begin to learn how to join letters in each letter family using the correct diagonal or horizontal join. This will be practised in separate handwriting books.
- By the end of the year it is expected that most children will be using the leads in and out strokes and joining some letters together in writing books.
- Handwriting should be taught a minimum of 2 x 10 minute sessions per week

National Curriculum Year 1

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' (ie letters that are formed in similar ways) and to practise these

National Curriculum Year 2

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
- Children continue to be taught handwriting a minimum of 2 x 10 minute sessions per week and move swiftly during the first term to joining letters after consolidating leads in and out and continuing to check letter formation.
- Continuous cursive handwriting will start to be used in all written work. Pupils are taught to write with a clear and joined style as soon as they can securely form letters with the correct orientation.
- Subsequent terms will consolidate this and will focus on refining joins and overall presentation of handwriting.
- By the end of Year 2 it is expected that all children will be joining words with confidence and control.

National Curriculum for Year 3&4

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, and that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch]
- Children will have regular handwriting practice to reinforce the joins learned in KS1 and to develop an independent style of handwriting that is fluent and legible. This should be a minimum of 1 x 15 minute lesson per week.

- They will continue to practise joined writing to aid presentation, legibility and the finer points of the joins.
- Children who have not yet developed a fluent handwriting style in independent writing by the end of Year 3 will be given further support.

National Curriculum for Year 5&6

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.
- Children who have not yet developed a fluent handwriting style in independent writing will be placed on an individual handwriting program.
- Children will need reminders about joins and any inconsistencies of style should be worked on.
- It is recognised that older children like to develop a more personal style. However, this must be consistent with the school style.

Left-handed children

Left-handed children may experience more difficulty with handwriting than right-handed children. As long as support is given, there is no reason why the left-handed child should not achieve a fluent legible hand. Left-handed children should be seated to the left of any right-handed child, but not with their left to a wall or other obstruction. There must be sufficient space to the left of the left-hander to enable them to place their paper in a comfortable position.

Young left-handed children tend to hold their pencils close to the lead and cover their writing with their hand. This means that although they know there are spaces between the words, their writing appears without any. Teachers are to ensure that the pencil grip is high enough from the paper to leave a gap, yet remain comfortable.

Staff Handwriting

The teacher's handwriting is the model for the children. All teachers should aim to produce quality writing at all times which matches the school style. When a teacher is demonstrating handwriting they should take the left-hander into account and ensure that the demonstration allows the child to copy movements accurately.

Teachers and support staff should use the school style when writing in the children's books so that the models offered to the children are consistent.

Displays

There should be a model for letter formation accessible to children at all times.

A large alphabet strip showing the continuous cursive font should be on display in all classrooms from Year 2 upwards.

S.E.N

At St Bede's we teach handwriting skills to all children, whatever their ability. Teachers will need to be sensitive to the needs of children with Special Educational Needs and to genuine developmental needs. Children with fine or gross motor problems will have opportunities for extra support.

Appendix 1

Example of continuous cursive font

a b c d e f g h i j k l m n o p q r s t u v w x y z

Appendix 2

Examples of joins

Diagonal joins (the most common letter join - formed from the baseline)	used to join: a, b, c, d, e, h, i, k, l, m, n, p, q, s, t, u, x, z	to these letters: b, e, f, h, i, j, k, l, m, n, p, r, t, u, v, w, x, y, z	and to these tricky letters (where the letter is formed in an anticlockwise movement): a, c, d, g, o, q, s
Horizontal joins (formed from the top of the letter)	used to join: o, r, v, w	to these letters: b, e, f, h, i, j, k, l, m, n, p, r, t, u, v, w, x, y, z	and to these tricky letters (where the letter is formed in an anticlockwise movement): a, c, d, g, o, q, s
Descender joins (formed from the loop of a descender)	used to join: f, g, j, y	to these letters: b, e, f, h, i, j, k, l, m, n, p, r, t, u, v, w, x, y, z	and to these tricky letters (where the letter is formed in an anticlockwise movement): a, c, d, g, o, q, s

- Denotes a letter that is joined using a more complex bottom diagonal join.

Further resources that use the correct font can be found on Twinkl.

This Policy was ratified on

Signed:.....(Chair of Governors)

Review Date:.....

Signed: (Head Teacher)