

Eccleston Primary School
Handwriting Policy
September 2015

The ability to write in a legible style is paramount in order that written communication is effective and meaningful. A reader's perception of the content of writing may be influenced by clear, legible handwriting. Handwriting needs to become an automatic process which frees children to focus on the content of the writing.

Aims

To enable all our children to:

- Become confident and independent in their approach to handwriting.
- Develop a comfortable handwriting style that is joined, clear and fluent.
- Adapt their handwriting to a range of tasks.
- Understand the importance of legible and neat presentation in communicating effectively, and in creating the right 'first' impression of their work.

Organisation

Foundation Stage and Key Stage 1

Children are taught in whole class sessions, explicitly for handwriting and also in conjunction with spelling in 'Letters and Sounds'.

Children are taught

- How to hold a pencil in a comfortable grip, encouraging tripartite
- How to sit in a comfortable position.
- How to form individual letters
- How to exercise control over size of letters
- How to exercise control over spacing of letters within and between words.

Foundation Stage

In FS the emphasis is on children recognising the shape of the letters and forming them correctly.

Year 1

Children are taught the basic letter joins and encouraged to start writing in a joined cursive script on a line with an entry stroke and a serif.

Year 2

All children are expected to develop a legible cursive style with an entry stroke and a serif.

Years 3 and 4

On entry to Year 3 children should ideally have short weekly sessions.

The children consolidate their use of the basic handwriting joins, ensuring consistency in size, proportion and spacing of letters. Handwriting speed, fluency and legibility are built up through practice. By Year 4, cursive handwriting is used at all times unless other specific forms are required, e.g. printing on a map, a fast script for notes.

Frequent, regular handwriting sessions will continue in Year 4.

Handwriting is included in the homework cycle.

Years 5 and 6

Years 5 and 6 are used to consolidate learning for those children who have not yet achieved a fluent and legible joined script. Those who have will develop an individual style based on the principles of good handwriting taught in previous years. Experimentation with different styles and writing implements is encouraged with the aim of increasing speed whilst maintaining legibility.

Years 5 and 6 should have fortnightly handwriting session, though some children may need extra practice, at the discretion of the class teacher. This can be done via whole class teaching or guided writing sessions.

Adult Handwriting

The teachers and support staff's handwriting is the model for the pupils. All should produce quality writing at all times including when marking or commenting on pupils' work and on displays.

Inclusion

The vast majority of pupils learn quickly how to write legibly and fluently. Every child is encouraged to adopt the schools style of handwriting. If however a child has an established clear handwriting style that is different from that taught at school, no attempts to modify the style will be taken.

Provision for Special Educational Needs and Disabilities

Some pupils need more support to develop legible and fluent handwriting and a specific individual or group programme is drawn up in consultation with the SEN co-ordinator.

Extra time may be given to complete work set. In some situations there may be a requirement for the children to use a word processor to complete tasks.

Provision for left handed pupils

All teachers are aware of the specific needs of left-handed pupils and make appropriate provision:

- Paper should be positioned to the left for right handed pupils and to the right for left-handed pupils and slanted to suit the individual in either case.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Extra practice with left-to-right exercises may well be necessary before pupils write left to-right automatically.

Teachers are alert to the fact that it is very difficult for left-handed pupils to follow handwriting movements when they are modelled by a right-handed teacher and vice versa.

ICT

Pupils are encouraged to use and evaluate a range of fonts and to select whatever is appropriate to suit particular purposes. 'Boring Boring' and 'Boring Joined' should be used whenever possible.

Presentation

Work is to be completed in pencil up to Year 4 unless children have been judged proficient to use a pen. All children are to use a pencil with all pieces of Maths work.

The layout of work in Years 1 and 2 should be set up as described below when it is within the capability of the child

- For Literacy and Topic work the long date should be used and for Maths, the short date.
- Errors are to be crossed out with a single pencil line
- Paragraphs are indicated by missing a line or an indentation.

The layout of work in KS2 should be set out as described below:

- For Literacy and Topic work, the long date should be used and for Maths, the short date should be used and underlined in pencil.
- Errors are to be crossed out with a single line using a ruler and pencil.
- Paragraphs are indicated by missing a line or an indentation.

Handwriting Pen Permits

Our aim is to encourage children to become proficient with a pen, so that by year 4, most children are writing with a pen for most of English and topic work. Speed work in rough / jotters can be in pen or pencil at the teacher's discretion.

Before year 4, if a child has developed the skills required in joining, correct sizing and shaping and is also producing very neat work in handwriting sessions, then allow them to use a pen at the teacher's discretion.

This will:

1. Give them a boost.
2. Allow them to 'iron out' the inevitable dip in quality when starting to use pen.

Criteria for use of pen

1. Handwriting is neat and of the proper size - half way between a line for lower case. Ascenders and descenders to nearly reach the top or bottom of the line.
2. Handwriting is joined up.
3. Letters are well formed and accurately shaped.
4. All capital letters should touch the line.
5. Handwriting is fluent.

This policy will be reviewed on a biennial basis.

Date of Governor Agreement: September 2015

Date of Review: September 2018

Eccleston Primary School Governors:.....

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Handwriting Script

The four families of letters:-

Long ladder letters

'Start on the line, going straight up and then return vertically down ...'

y, i, j, l, t, u

One armed robot letters

'Start on the line, going up, go back down, and then return up ...'

b, h, k, r, m, n, p

Curly caterpillar letters

'start on the line, curve upwards and to the right, curve back round to the left and down ...'

a, c, d, g, q, s, o, e,

Zigzag letters

'start on the line, make a movement right and then ...'

N, Z, W, X

Each lowercase letter is to be taught with an entry stroke and a tail, starting and ending on the line.

Numbers

0, 1, 2, 3, 4, 5, 6, 7, 8, 9

Capital Letters

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