

ESTCOTS PRIMARY SCHOOL



Handwriting Policy

HANDWRITING POLICY

INTRODUCTION

This document is a statement of the aims and strategies for teaching and learning handwriting at Estcots Primary School.

AIMS

Our aims in teaching handwriting are that all children will develop legible handwriting in a fluent cursive style and present neatly written English which communicates its purpose to the reader.

PRINCIPLES

Handwriting is taught because it is the child's most usual form of communicating thoughts, ideas, feelings, opinions, as well as information which may have been researched.

Neat, legible handwriting is one of the general requirements for English in the National Curriculum.

STRATEGIES FOR TEACHING HANDWRITING

Handwriting is developed through:-

- regular teaching and practice sessions which develop a cursive form from EYFS every day for 15 minutes in KS1, 4 times per week in Y3/4 and 3 times per week in Y5/6.
- introduction of the use of pens in Key Stage 2 when children are ready.

Pupils with Special Needs in handwriting may receive extra support provided by a Learning Support Teacher or a Teaching Assistant. They may be withdrawn or receive support within the classroom.

Formative Assessment is carried out informally by teachers during handwriting sessions and in the course of their teaching.

All children entering EYFS will begin to learn cursive writing.

Handwriting is celebrated through:-

- display of written work.
- verbal praise in class or in 'praising' Assembly.
- appropriate stamps or stickers.

SUCCESS CRITERIA

Children will be seen to use a fluent cursive script as they progress through the school and to produce neat, legible handwriting.

DIFFERENTIATION

Children whose handwriting is joined fluent and legible will follow suggestions for Years 5 and 6.

Children who have motor control problems and who may need additional support will follow a programme devised by the class teacher and the Inclusion Manager.

Guidelines for Cursive Writing

All entrance strokes will start on the line.

Each word, unless it begins with a capital letter, will be written in one continuous movement. Letters will be crossed and dotted on completion of the word.

Ascending letters will not have loops.

Letters with descenders will have loops except for 'p' and 'q'.

Capital letters will be in print form. They will be written as a separate letter in print form.

Scheme to Develop Progression Throughout the School

Reception

- Children will practise daily.
- Children will initially be introduced to the script through writing patterns. They will practise with various media e.g. chalk, felt tip pens.

Year One

- Children will practise daily.
- Writing patterns will be used for those children who still need the practice; single letters will be introduced leading to the writing of short, simple words.
- Children will progress to using A4 books with lines marked for handwriting.

Year Two

- Children will practise daily.
- Single letters will continue to be practised with those children for whom it is necessary; blends and words will be introduced as appropriate to the children.
- A4 handwriting books will be used.

Year Three

- Children will practise daily, using the Handwriting File (KBER) – large letters.
- Handwriting guidelines from the file should be used.
- Letter blends, letter cluster and words containing them, will be the basis of practice session. Simple sentences to reinforce basic structures may be introduced towards the end of the year.

Year Four

- Children will practise daily, using the Handwriting File (KBER) – medium letters.
- Handwriting guidelines from the file should be used.
- Sentence writing which reinforces the correct use of conventions may be used. These may be topic related or tongue twisters to reinforce sounds or blends; e.g. She sells sea shells on the sea shore. Children can be asked to make up their own for the whole class to copy.

Year Five

- Children will practise daily, using the Handwriting File (KBER) – further practice.
- Handwriting guidelines (medium) will be used for practice of either spelling words, passages of text, poems etc. Collections may be illustrated and put in to a booklet form for younger children to read.

Year Six

- Children will practise daily, using the Handwriting File (KBER) – further practice.
- Children may produce personal poetry anthologies linked to themes, e.g. Seasons, Festivals, Prayers, Hymns and Carols, Animals, Topic Work. These can be illustrated and become a reading resource for the class. Handwriting sessions can also be used to produce copies for display or final drafts.

The Alphabet

The diagrams below show how the lower and upper case letters are formed. The thin line indicates the path the pen should take. A cross shows where each stroke of the pen should start and a dotted line indicates an abrupt change in direction. For the upper case letters the strokes are numbered and should be completed in the correct order.

