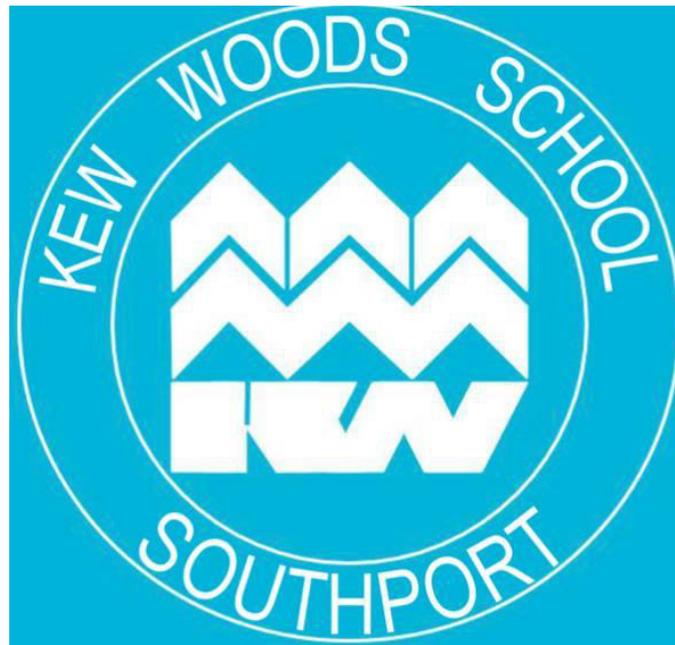


KEW WOODS PRIMARY SCHOOL



Handwriting Policy

Rationale

At Kew Woods Primary School we are committed to enable pupils to achieve a high standard of handwriting and presentation of written work by teaching the skills using a progressive and sequential approach. Children are introduced to this cursive style of writing from Year 1, where appropriate and from Year 2 onwards consistently. Teachers and teaching assistants are expected to consistently model this style of writing where appropriate, e.g. modelling writing and marking in books.

Aims

- To write neatly and legibly in a fluent cursive style which is efficient and pleasant to look at.
- To teach the correct letter formation and the correct joins.
- To ensure that children of differing abilities are provided with appropriate and achievable goals.
- To support the development of correct spelling and to aid in the elimination of letter reversals by the learning of word patterns and the correct joining of letters.
- To display excellent examples of handwriting in every classroom and around the school.
- To have the correct pencil grip and posture when writing.
- To know the correct size and orientation of letters.

Teaching Time/Organisation

Handwriting is taught approximately once per week with opportunities to practice regularly in times such as basic skills. Children who find handwriting difficult should be provided with daily intervention. We use the resources available on letterjoin.co.uk where the school has a subscription, which includes iPads. Children will be given the opportunity to practice their handwriting during their Read Write Inc sessions and children who access the 'Get Writing' programme will practice letter formation.

EYFS

Children will be given a wide range of opportunities to write, experience writing and understand that it conveys meaning. They will practice their skills in different ways, e.g. sand trays, paint, chalks, magnetic letters, letter formation, writing over and under teacher models, along with many others. Children will be taught the correct pencil grip and be corrected when they divert to bad habits. Children follow the Read Write Inc handwriting to support the introduction of sounds.

Year 1

Children will continue to be reminded about the correct pencil grip and corrected when they make mistakes. Some children may need a multi-sensory approach and will participate in a range of different activities (as EYFS). Children will be taught the correct letter formation and some children

will begin to learn the cursive style when they are ready. They will have access to handwriting books, whiteboards and worksheets. Children will be taught the correct sitting posture when writing

Year 2

Children will be taught the cursive style of handwriting. They will practice using whiteboards, handwriting books and worksheets. Children will be expected to develop a fluent, cursive style of writing.

Key Stage 2

Children will continue to be taught how to write in a neat, cursive style. When the teacher feels it is appropriate, children will be given blue Berol handwriting pens to complete written work. They will continue to use pencil in Mathematics and when completing drawings. Pencil should be used to cross out mistakes in written work.

National Curriculum Expectations

Year 1

- 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

- 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 3/4

- 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, e.g. 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.

Year 5/6

- write legibly, fluently and with increasing speed by:

- choosing which shape of a letter to use when given choices and deciding, as part of their personal style, whether or not to join specific letters
- choosing the writing implement that is best suited for a task (e.g. quick notes, letters).

Resources

All classroom computers will have access to letterjoin.co.uk and there is also an iPad subscription for 30 iPads. There are different sized pencils and Berol handwriting pens. Triangular pencil grips and sloping boards are available for children who are experiencing difficulties.

Teaching Order and formation

c o a d g q s

b h l k p t

f j i

m n r

u y

v w x z

