



HANDWRITING POLICY CORSHAM REGIS PRIMARY ACADEMY

Date: February 2019

Next Review Date: July 2021

At Corsham Regis Primary Academy we recognise the importance of developing a neat, joined, fluent style of handwriting, which allows the children to be proud of their work, resulting in a desire to share ideas and thoughts.

Handwriting is a skill which needs to be taught explicitly. Since handwriting is a fine motor skill, correct modelling by the teacher is very important. Consistency in the attitudes displayed, the methods employed and the models provided is the key to effective learning.

Our aim is to provide a consistent approach to teaching handwriting from the Foundation Stage through to Year 6. All staff will emphasise the importance of good presentation in all subjects and to develop their handwriting in all written work.

In Foundation Stage (FS2), once letter formation has been shown, using RWI rhymes to support formation, children will gradually be introduced to consistency of size and formation. From Year 1 and for the rest of Key Stage 1, children will be introduced to writing in books with guidelines to emphasise and build on consistency of size and formation. Children in Key Stage 2 will also use books with guidelines, moving on to normal lines and/or plain paper with guidelines. Throughout the school children are taught handwriting daily, one of these lessons can be combined with spelling practice.

In Foundation Stage children will be taught formation of single letter sounds and if appropriate will progress onto cursive towards the end of the year. Children will be taught single cursive letters during Year 1 which will lead into the introduction of the four handwriting joins in Year 2. By Year 4 all letters should be joined with the exception of capital letters.

Teachers must:

- Model good handwriting all the time
- Talk through the process they are modelling
- Encourage children to verbalise the process
- Encourage children to form letters in the air before writing them
- Rectify any misconceptions during handwriting lesson and marking of books
- Ensure left handed pupils should sit on the left of their partners and tilt their books slightly to the left
- Encourage children to sit up straight and not slouch
- Pencils must be sharp and held in a tri pod grip

FS2

In FS2, children take part in activities to develop gross and fine motor skills and recognition of patterns. To aid movement, close attention is given to pencil grip, correct posture, the positioning of the paper and the organisation of the writing space. Teachers need to ensure that bad habits do not become ingrained and that any errors are picked up and corrected. Pupils are given the opportunity to experiment with a range of writing materials and implements; a multi-sensory

approach is used to help pupils feel the movement in the hand. During FS2, children are taught the correct formation of the letters and the teacher models each letter formation as appropriate to the particular letters and sounds being taught in RWI.

Key Stage 1

Building on FS2, pupils at Key Stage 1 develop a legible style. This is achieved in Year 1 by developing a comfortable and efficient pencil grip and by practising handwriting in conjunction with phonics, spelling, and independent writing. Lower case letters are formed correctly in a script that will be easy to join. Children will practice the four basic handwriting joins (diagonal and horizontal joins to letters with and without ascenders) as soon as they enter Year 2.

This will be assessed periodically in handwriting and writing sessions.

Key Stage 2

During this stage, the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style by the end of Key Stage 2 and be able to adapt their handwriting for different audiences and purposes. This will be assessed as part of the termly writing assessment and assessed against the KS2 criteria.

From Year 3 onwards when the children demonstrate fluent, legible and consistently joined writing, they will be awarded a pen licence and use a school handwriting pen for writing in English, Topic and Science.

Each teacher can award pen licence points (PLP written in children's book). Once a child has received 3 points they will be awarded their certificate. The subject leader for handwriting will moderate the quality of handwriting throughout the year.

Links to Spelling

Linking handwriting with spelling is one of the most powerful ways of developing the visual memory. Handwriting should be practised using letters, blends, strings or digraphs so that patterns are internalised.

Points to note:

- Ascending and descending letters are half the size again of small letters.
- Children should be taught to hold pen/pencil correctly and loosely for flexibility.
- Chair should be straight and tucked comfortably into the table.
- Lower back should be touching the back of the chair.
- Child's "free" hand should hold the book steady without getting in the way of the writing hand.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- To reinforce a neat handwriting style, redrafting of work to be presented on wall displays will be encouraged.
- Children should be taught basic uniform style with a view to developing individual style later – only when fluent.

The learning environment

A dedicated writing area is established in all classrooms at Foundation Stage and Year 1. Children should be given a wide variety of media with which to write.

Equal opportunities and Special needs

All children must have the opportunity and the encouragement to reach their full potential regardless of race, creed or sex. Children with Special Educational Needs, where necessary, will be provided with specialist equipment such as pencil grips, wider ruled lined paper or a writing slope.

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