



## Handwriting Policy

### Introduction

This document is a statement of the aims, principles and strategies for the teaching and learning of handwriting at Holy Trinity CE Primary School. The handwriting of each child will follow a systematic developmental procedure. At our school we use the Read, Write Inc handwriting scheme for our EYFS and Key Stage 1 pupils and the Scholastic Handwriting scheme for pupils in Year 3 - Year 6.

### Aims

Our aims are that all children at Holy Trinity CE Primary School will:

- Be given early mark making experiences which lead to good fine motor control
- Develop a comfortable and efficient pencil grip
- Learn to produce a controlled line that supports letter formation
- Learn to write letters using the correct sequence of movements
- Build up handwriting speed, fluency and legibility

Good handwriting is critical to the writing process

- Be given an opportunity to develop their own personal, joined handwriting style.

### The adopted handwriting schemes

School has adopted the Read, Write Inc and Scholastic schemes for the following reasons:

- It helps the child to focus on left to right movement
- It helps to eliminate reversed letters
- It reduces the need to relearn different handwriting styles
- It allows earlier development of personal style and fluency
- It has been proven to help children with special needs who find handwriting very difficult

### What is taught in each Year Group?

#### **EYFS and Key Stage 1**

Handwriting is prioritised in the Read, Write Inc scheme. It should be practiced until it is effortless and children can put all their effort in to thinking about what they are writing.

Children are taught handwriting in 3 stages.

#### **Stage 1 - Letter Formation**

Children learn correct letter formation linked to the set 1 Speed Sounds.

The letters are taught in handwriting groups.

- 'Around' letters - c, a, o, d, g, h
- 'Down' letters - l, t, b, p, k, h, i, j, m, n, r, u, y
- 'Curly' letters - e, f, s
- 'Zig-Zag' letters - v, w, z, x

Once children can form letters correctly, they learn how to place the letters on the line. Children write on wide (12mm) lined paper in the EYFS and Key Stage 1.

## **Stage 2**

Children practice a more mature style that will lead them to progress to a cursive style.

## **Stage 3**

Children begin learning the two basic joins which in the Read, Write Inc scheme are called the 'arm join' (diagonal) and 'washing line' join (horizontal).

## **Key Stage Two**

At the beginning of Key Stage Two (Year Three), the children will build on their knowledge of the correctly formed letters and use a joined handwriting script. Once their handwriting has reached an expected level, the child will be awarded their 'Pen License'.

The following rules need to be employed when teaching the Scholastic Handwriting scheme:

- Some writing practice and early writing should be done on lined paper
- Rounded letters should be formed in an anti clockwise direction
- Each letter should 'sit' on the line
- Letters should be evenly spaced and all down strokes should be straight

## **Posture**

Children should be encouraged to adopt the correct posture when writing. They should have their feet and all the feet of their chair placed on the floor. They should not be hunched over their desk while working. They should be allowed to turn the paper to the side slightly if this feels comfortable to them. Care should also be taken to ensure they have enough room to manoeuvre their writing arm. Particular attention needs to be given to the seating of left handed children. Some general guidelines for all staff and children that should be adhered to are:

- Feet flat on floor
- Bottom at the back of chair
- Body on fist space away from table
- Shoulders down and relaxed
- Left/right hand holding page
- Left/right hand holding pencil or pen in tripod grip

## **Pencil Grip**

The children also have to have the correct pencil grip (tripod grip). This is when the pencil is clasped between the thumb and the forefinger with the pencil laying along the line of their hand. This grip will be taught from the Early Years Foundation Stage. Children who struggle with this can be provided with a pencil grip for extra support.

## **Display and labels**

All writing from which children may be required to copy, needs to be written in the appropriate handwriting script by the teacher. There should be a range of different print around the classroom/school to ensure the children are proficient in reading a range of script.

## **Planning, Recording and Assessment**

Letter formation/handwriting is taught on a daily basis for Reception - Year 2 pupils. In Key Stage 2, class teachers will decide if their class, groups or individual pupils need additional handwriting teaching or support. The focus of these lessons will be correct letter formation

and basic joins. Key Stage 2 children practice writing in a cursive style so they develop a fluent handwriting style. Teachers will monitor children's progress and development through each piece of writing or handwriting practice the child completes. A termly writing assessment is administered which also considers progress being made in handwriting.

### **Cross Curricular Themes**

It is acknowledged that handwriting is used throughout the curriculum. It should be made clear that all presentation handwriting should be neat and careful at all times. Planning and drafting work should be clearly defined and suitable flexibility about the standard of handwriting should be applied. It is important that time is set aside for the teaching of handwriting and that children are specifically aware of the purpose of these lessons.

### **Special Educational Needs**

Children with special needs are identified through regular teacher assessment. To ensure inclusion for all our children, at KS1 children who are very able will be introduced to joined up handwriting as soon as they are ready. Our special learner children are given plenty of practice at forming their letters correctly, through a variety of mediums, e.g. sand, paint etc. these children will be introduced to the joined style when they are ready and may also be given additional support. Handwriting intervention programmes take place in some classes as part of our provision mapping for groups of pupils who need it.

### **Equal opportunities**

We regard the achievement of every group of pupils to be of equal importance. This is reflected in the curriculum we teach. We value and reward the achievements of all pupils equally and give all children support or challenge dependant on their ability in this area.

Policy reviewed: February 19<sup>th</sup> 2018

Review date: Spring Term 2018

## Pen Licence Checklist

To earn a pen licence (**and to keep it**), your writing in all books must show the following:

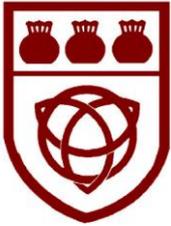
- All letters are correctly formed and on the line.
- All short letters are the same size.
- All ascenders and descenders are the right height and stand either straight up or all slope the same way.
- All letters are joined correctly.
- Capital letters are bigger than lower case letters.
- Spaces between letters are the right size.
- Spaces between words are the right size.
- Date and title are underlined with a ruler.
- Work looks neat and well presented.

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Holy Trinity Church of England Primary School



## Pen Licence



This is to certify that

---

has achieved the appropriate standard in handwriting and presentation  
to use a pen.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Well Done!**

Holy Trinity Church of England Primary School



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---

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Date: \_\_\_\_\_

**Well Done!**



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



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