



Handwriting Policy

Date Agreed by Governors: 23.11.2020

Review Date: _____

Signed: _____ (Chair of Governors)

Signed: _____ (Headteacher)

Handwriting Policy

Pre-school

A pre-cursive style is taught and good practice modelled to the children. Children are encouraged to use a wide variety of writing implements, including pencils, crayons, paint, pens etc, but for specific planned handwriting activities, wide barrelled pencils are used. This is continued until the core letter shapes are secure. A wide and varied approach to teaching handwriting includes such activities as “air” and “body” writing, whiteboards, chalkboards and writing in salt/sand.

Evidence of work is collected through photographs, observation notes, displays and photocopies of writing.

Reception

The curriculum continues to be based on the Early Years Foundation Stage Curriculum and pupil learning takes place in the much the same way as Nursery. Children progress from triangular pencils to pencils; however pencil grippers are used if necessary.

The reception children continue to have access to a number of varied handwriting activities, but also do daily handwriting within their letters and sounds sessions. Within the first half term they have daily practice at forming the letters within their name – this continues as intervention work, if necessary. Weekly handwriting homework is given out and completed.

A pre cursive style is taught and used. Evidence of work is collected through photographs, observation notes, displays and photocopies of writing, also adult focused activity books.

The cursive style is introduced to children who are fluent with the pre-cursive style during the summer term in preparation of moving into KS1.

Key Stage 1

The correct seating position and pencil grip are specifically taught. Children are taught how to use the diagonal and horizontal strokes to join the letters. We teach cursive letters and digits of the correct size, orientation and relationship to one another, and to lower case letters. At Sherdley Primary School, we join all our letters except ‘x’. Children use a thin handwriting pencil or may continue with a tri-grip pencil as appropriate. Alternatively some children use the hand-hugger triangular grip or pencils.

In Key Stage 2

Handwriting is an integral part of learning. Children are reminded of correct letter formation and methods of joining letters in handwriting sessions and in the wider curriculum. **Children throughout KS1 and KS2 follow the Collins Handwriting scheme which should lead to children leaving at the end of KS2 with a fluent, legible handwriting style.**

The teaching practises and approaches used throughout EYFS and KS1 are continued in KS2.

Children will have the opportunity to use a handwriting pen for **specific pieces of writing and when the class teacher decides that the child is ready to use pen regularly, the child will be given a pen letter where they have to apply to the Head teacher for a ‘pen licence’**. Pens must have blue ink.

Policy Details

- When teaching all handwriting, letter formation starts at the bottom for the lead in
- t and f start at the same height (they are 3 /4 sized letters)
- x is our only break letter
- Joining is taught, starting at key stage 1
- For capital A, H, E and F, J etc. the verticals are drawn before the horizontals
- For E, the order of the horizontal lines is top, bottom, middle

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

This is what writing should
look like in our books.

clockwise : c a d g o

downstroke first : n m r h

looped descenders : g j y f

tall ascenders : b h d k l t