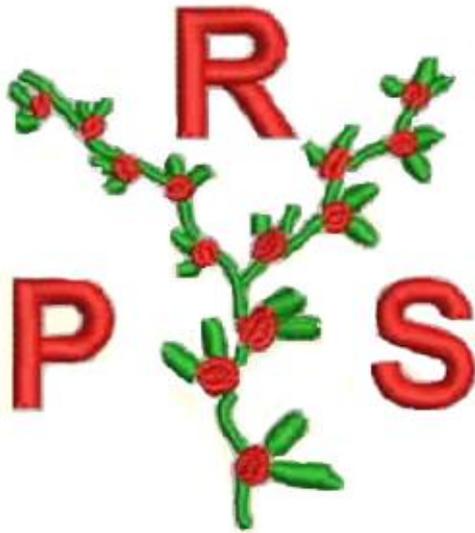


Roseberry Primary School

R P S



Policy for Handwriting

Approved by the Governing Body:	Oct 2014
Review Date:	Feb 2017

Handwriting Policy

Aim

Our aim is that the children will be able to write clearly, fluently and quickly so that they can cope with the everyday demands of life and school. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns.

The style is taught from the earliest stages. Pupils will learn to form individual letters appropriately and accurately first. When digraphs and blends are taught they will be taught as a join.

Teaching and Learning

- Handwriting skills are taught regularly and systematically through Achieving Excellence in Handwriting by Martin Harvey (Andrew Brodie Publications are an additional resource in school)
- In the Foundation stage patterns are used with a variety of tools and using multi-sensory methods, to help free flowing hand motions.
- Children are taught to write letters with exit strokes once the need for regular practice supersedes the essential teaching of correct letter formation.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked to spelling.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- Display writing throughout the school includes cursive writing, printing and computer generated writing.

Handwriting Foundation Stage/Key Stage 1

The curriculum guidance for the Foundation Stage identifies the knowledge, skills, understanding and attitudes children need to acquire in order to attain the Early Learning Goal for handwriting. This states that children should be able to use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed.

The National Curriculum Programme of Study for Key Stage 1 handwriting and presentation states that, in order to develop a legible style, pupils should be taught:

- How to hold a pen/pencil
- To write from left to right and top to bottom of a page
- To start and finish letters correctly
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower and upper case letters
- How to join letters
- The importance of clear and neat presentation in order to communicate their meaning effectively

Handwriting Key Stage 2

The National Curriculum Programme of Study of Key Stage 2 handwriting and presentation states that pupils should be taught to:

- Write legibly in both joined and printed styles, with increasing fluency and speed

- Use different forms of handwriting for different purposes (eg print for labelling maps or diagrams; a clear, neat hand for finished, presented work, a faster script of notes)

By the end of KS2, the mechanical process of handwriting should have become automatic and effortless to achieve.

Children will be introduced to handwriting pens in Year 3 firstly as part of handwriting practise and then when handwriting is assessed as being of a consistent style. By the end of Year 5 all children should use pens for the final presentation of their work. Fountain pens are introduced in Year 6. Ball point pens should not be used in school.

Handwriting Assessment

In the early stages of writing teachers observe closely to ensure that letters are correctly formed. Later, assessments are made against criteria which include the following:

- Handwriting is neat and legible
- Letters are correctly shaped and proportioned
- Joins are correctly made
- Spaces between letters, words and lines are appropriate
- The size of writing is appropriate

National Curriculum Level Descriptors are as follows:-

Level 1 Letters are usually clearly shaped and correctly orientated

Level 2 Letters are accurately formed and consistent in size

Level 3 Handwriting is joined and legible

Level 4 Handwriting style is fluent, joined and legible

Level 5 Handwriting is joined, clear and fluent and where appropriate is adapted to a range of tasks

Level 6 Handwriting is neat and legible

Appendices

Appendix 1	Pre-writing stage
Appendix 2	Letter formation
Appendix 3	Joins
Appendix 4	An example of cursive writing Martin Harvey Excellence in Handwriting

