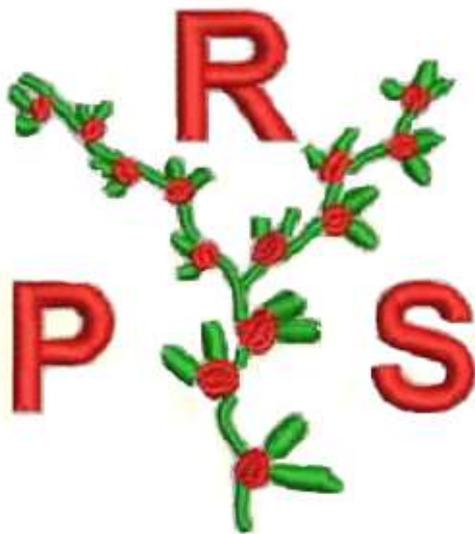


# Roseberry Primary School

## R P S



## Policy for Handwriting

<b>Approved by the Governing Body:</b>	<b>Oct 2014</b>
<b>Interim Review Date:</b>	<b>January 2019</b>
<b>Review Date:</b>	<b>January 2022</b>
<b>Head Teacher:</b>	<b>Maggie Fearnley</b>

## 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
- In Early Years 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 EYFS/Key Stage 1

The curriculum guidance for EYFS 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 used consistently from Year 4 onwards.

## 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

## Roseberry Primary End of Year Expectations are as follows:-

**Year 1** - Understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways).

**Year 2** - Begin to use some of the diagonal and horizontal strokes needed to join letters and understands which letters, when adjacent to one another, are best left un-joined

**Year 3** - Independently use the diagonal and horizontal strokes to join all letters. Independently often leaves the appropriate letters un-joined.

**Year 4** - Write legibly, with consistency and quality, e.g. by ensuring that the down strokes of letters are parallel and equidistant.

**Year 5** - Chooses the writing implement that is best suited for a task (e.g. quick notes, letters). Writes legibly and fluently.

**Year 6** - Make decisions, as part of their personal style, whether or not to join specific letters and does so appropriately in their own writing

## Presentation Expectations

Year Group	English/Writing Tasks	Maths	Other Curriculum Areas	Corrections
Early Years	Plain paper Pencil Short date noted by the teacher			'X' in pencil
Year 1	Wide lined paper Paper Short date underlined Long date by the end of the year LO and SC stuck in book	Plain paper Pencil Short date underlined Squared paper used where appropriate LO and SC stuck in book	Plain paper Pencil Short date underlined LO and SC	In maths, calculation errors should be marked by a small 'x' or single line using a ruler  In other areas, 'x' in pencil
Year 2	Lined paper Pencil Long date underlined Line guides to be used with plain paper LO and SC stuck in book	Large (10mm) squared paper or plain paper Pencil 1 digit per square Short date underlined LO and SC stuck in book	Plain paper with line guide Pencil Short date underlined LO and SC	In maths, calculation errors should be marked by a small 'x' or single line using a ruler  In other areas, 'x' in pencil
Year 3/4	All work will have LO and SC stuck into books underneath the long date underlined  If using plain paper, line guides will be used  Pens to be used when handwriting is neatly joined and legible	Large (10mm) squared paper or plain paper Pencil 1 digit per square Short date underlined LO and SC stuck in book  Work to be evenly spaced and numbered	Plain paper with line guide Pencil Short date underlined LO and SC  Pencils to be used for all drawings/diagrams	In maths, calculation errors should be marked by a small 'x' or single line using a ruler  In other areas, 'x' in pencil
Year 5/6	All work will have LO and SC stuck into books underneath the long date underlined  If using plain paper, line guides will be used  Pens to be used	Large (6mm) squared paper or plain paper Pencil 1 digit per square Short date underlined LO and SC stuck in book  Work to be evenly spaced and numbered	Plain paper with line guide Pencil Short date underlined LO and SC  Pencils to be used for all drawings/diagrams	In maths, calculation errors should be marked by a small 'x' or single line using a ruler  In other areas, 'x' in pencil

# Roseberry Letter Formation

i l t j

c o a d g q e

n h m r b p k

v w

u y

s x z f

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

1 2 3 4 5 6 7 8 9 10

Jan 19 Adjustments