

Willerby Carr Lane Primary School



HANDWRITING POLICY

Introduction

When communicating ideas in writing it is important that children use a handwriting style which is neat and legible. The importance of handwriting should not be under-estimated. It is vital that children can write quickly, comfortably and legibly as it is a skill needed in many curriculum areas. Children's self-esteem is also heightened when they are able to take pride in their handwriting.

Aims and objectives

- To provide equal opportunities for all pupils to achieve success in handwriting
- To produce clear, concise, legible handwriting
- To present work to a variety of audiences neatly
- To develop accuracy and fluency
- To encourage children to recognise that handwriting is an important form of communication
- To encourage children to take pride in their work
- To display neatly presented work around the school as a model of excellence for others to aspire to
- To encourage children to recognise handwriting as a life-long skill

Organisation

The implementation of this policy is the responsibility of all teaching staff and all staff will use cursive handwriting as appropriate when modelling, marking or writing comments on children's work. Shared and guided writing activities will enable teachers and support staff to model letter formation and handwriting and provide children with opportunities to practise skills. Handwriting will also be taught in separate sessions on a regular basis to ensure it is given sufficient emphasis.



Early Years/Key Stage 1

In Early Years, children participate in a wide range of multi-sensory activities in order to develop fine and gross motor skills.

In Early Years/Key Stage 1, children should be taught to

- Hold a pencil correctly and adopt the correct posture when writing
- Write from left to right and from top to bottom of the page
- Start and finish letters correctly
- Form regular sized and shaped letters
- Use regular spacing between letters and words
- Be aware of the need for clear and neat presentation
- Take a pride in their written work

Children are taught to join letters from Foundation Stage. This begins with all letters beginning on the line and finishing with a flick. They will be taught letter formation in sets of letters starting with the tall letters 'l' and 't'.

From Y1 children will be taught to join the letters.

In KS1 handwriting will be taught in line with spelling patterns. Handwriting is taught on a weekly basis but reinforced daily in any writing whether it is in the Literacy lesson or another. Children who seem to be struggling with handwriting will be given extra practise

Key Stage 2

At Key Stage 2 children should

- Be given opportunities to continue to develop legible handwriting in cursive style
- Be encouraged to develop greater control and fluency
- Be taught to use different forms of handwriting for different purposes e.g print for labelling maps or diagrams; a clear, neat style for finished, presented work, a faster script for notes
- Be encouraged to take pride in their written work and select appropriate styles of presentation

Handwriting will continue to be closely linked with spelling so that the teaching of common letter strings will be taught in the context of spelling.

In KS2, once handwriting is joined and neat and letters are of a consistent size, pupils will start to write in pen. However should handwriting become untidy the pen will be removed.

Monitoring and review

The teaching of handwriting and the standards are monitored by the subject leader and headteacher. This is done by lesson observations and looking in children's books. Teachers evaluate individual progress and where children are falling behind their peers with handwriting they will receive extra handwriting practise with teaching assistants and or extra homework.

Appendix

See letter formation guide

