

Handwriting Policy

Handwriting is a skill, which, like reading and spelling, affects written communication across the curriculum. Children must be able to write with ease, speed and legibility. Handwriting skills should be taught regularly and systematically throughout the school. Here at Thomas Willingale we use Letter-join as the basis of our handwriting policy that covers all the requirements of the National Curriculum.

Aims:

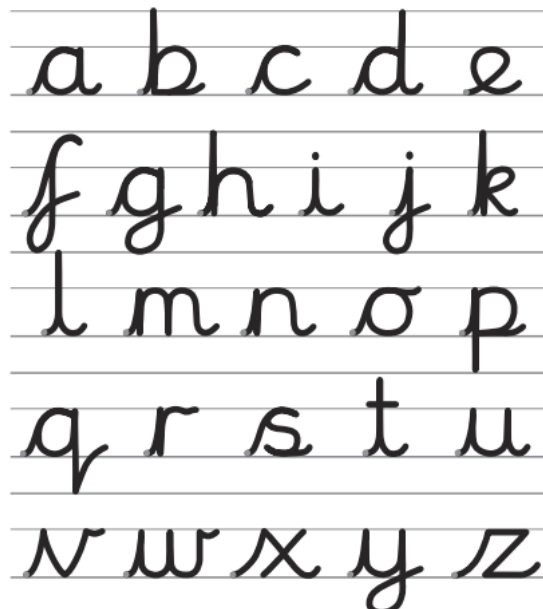
At Thomas Willingale School and Nursery our aims in teaching handwriting are:

- For children to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in their independent writing.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard and/or displays and resources.
- To ensure all children know the difference between lower case and upper case letters.
- To have a consistent approach across Foundation, Key Stage 1 and 2 when teaching handwriting.
- To make handwriting an automatic process that does not interfere with creative and mental thinking.

In order to achieve this, children will be taught:

- To develop fine motor control.
- The importance of correct posture and paper position whether right or left handed.
- To use a pen/pencil and to hold it effectively.
- To write from left to right and top to bottom on a page.
- To form letters of consistent size and shape.
- To use regular spacing between letters and words.
- To start and finish letters correctly in a cursive style.
- To learn printed letters for form filling exercises.

Our agreed cursive style is as below:



Use of ICT:

Letter-join provides an APP version of the software available for use by children on the iPads. Children can watch the animations then trace the patterns, letters and words on the iPad for large scale handwriting practice. A score is given for the accuracy of each pattern, letter or word.

Resources:

Letter-join will be annually subscribed to giving each teacher access to printable resources and software to use on interactive whiteboards and Ipads to aid in the teaching of cursive writing. Letter-join will also be accessible to children at home in Reception, Year 1 and Year 2.

Cursive font has been added to all computers for use when creating resources, displays and labels.

Pencil/Pen Grip:

The pen or pencil should be gripped comfortably between forefinger and thumb with the second finger below to steady it.

Posture:

Children should be encouraged to sit up straight with their feet on the floor. The non-writing hand must be used to steady the book or paper.

Guidance for Left-Handers:

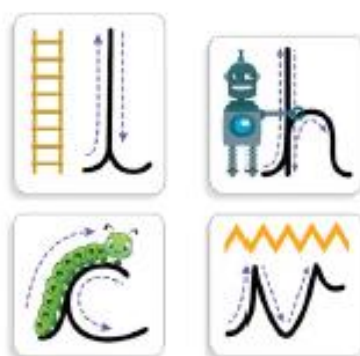
Left-handed children will not in any way be discouraged from favouring the left-hand in their work. However, special rules apply for left-handers. They should sit on the left-hand side of double desk tables. They must be able to rest their left forearm on the ledge of the desk. The book or paper must slope in line with the left forearm. Pencils/pens should not be held too close to the point as this can interrupt pupils' line of vision.

Monitoring:

The English subject leaders will monitor the handwriting across the school by looking at English books once a term (during book looks). Children's handwriting will be assessed half termly by writing either their first name, first name and surname or the sentence that includes all of the letters of the alphabet 'the quick brown fox jumped over the lazy dogs'. This evidence will be recorded on a sheet in their writing assessment books. Nursery children who transfer to our reception will have their assessment passed on to their new teacher.

In **Nursery** children will be encouraged to make movements that enhance their gross motor skills such as air-writing and pattern making. They will enjoy drawing pre-cursive patterns in a variety of ways. The children will be encouraged to distinguish between marks they make.

In **Reception** children will be taught to understand that letters are written on a base line and that all cursive letters start on the line and end with a hook. They will begin to form some recognisable joined-up cursive letters, capital letters and numerals. They will begin to understand different shaped letter families. Reception children will be encouraged to use clearly identified letters to communicate meaning using our preferred handwriting style. New letter sounds in phonics will be introduced in the cursive style. In summer term, reception children will practice their handwriting in stand-alone lessons for 10 minutes 3 times a week.



In **Key Stage 1** children will learn to write legibly using upper and lower case letters with correct joins. They will form capital letters and use them appropriately. Children will be taught to ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation.

Key stage 1 teachers will introduce new phonics sounds using the letterjoin handwriting style during their daily phonics sessions, and also at least twice a week for 15 minutes at a time in specific handwriting sessions.

In **Key Stage 2** children will improve quality, speed and stamina.

- **Quality:** Ensure letters are consistently sized with equal word spacing and that ascenders and descenders are parallel and do not touch words on the lines above and below.
- **Speed:** Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.
- **Stamina:** Have the strength and mobility to be able to write for longer periods of time with fatigue.

KS2 children will have handwriting sessions 3 times a week for approximately 10 minutes at a time.

September 2020

The English Working Party