



Wareham St Mary Primary School Handwriting Policy



Handwriting Policy

At Wareham St Mary Primary School, we are very proud of our pupil's handwriting and take particular care in our handwriting style.

Objective

Handwriting is a basic skill that influences the quality of work throughout the curriculum. By the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking. Using Letter Join, we have a whole-school, consistent approach to handwriting.

Aims:

- To develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Expectations

All teaching staff are encouraged to model the printed or cursive style of handwriting chosen for each year group in our school in all their handwriting, whether on whiteboards, displays or in pupils' books.

Consistency throughout the school

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

In classrooms there will be examples of cursive script on desks for pupils to access in every lesson. Support will be given to children in the form of 1:1 interventions, small group support or whole class feedback.

Handwriting frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out regularly and systematically during our daily English lessons to ensure Key Stage targets are met.

Pens and pencils

Pupils will start handwriting using a soft tripod-grip pencil. When fine motor skills have been established a handwriting pen can be used. We ensure we use tripod whiteboard pens and colouring pens and pencils when available.

Inclusion

For pupils who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place.

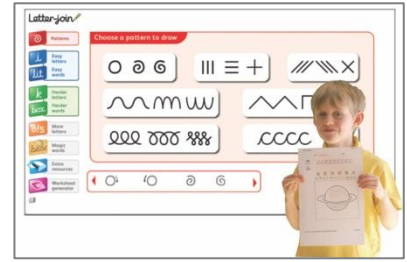


Key Stage Teaching

Early Years

For our youngest pupils we teach short handwriting lessons on a daily basis, which will include the following:

- enhancing gross motor skills such as air-writing, pattern-making and physical activities
- exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, tablets, etc.
- becoming familiar with letter shapes, their sounds, formation and vocabulary
- correct sitting position and pencil grip for handwriting



Early Years teaches handwriting using the printed method. It starts with fine and gross motor skills warm-up exercises, correct sitting position and tripod pencil grip.

It is divided into three sections covering:

- pre-writing patterns
- easy letters and words
- harder letters and words

We then move onto teaching the pre-cursive patterns and cursive, lower case letters. It starts with fine and gross motor skills warm-up exercises, correct sitting position and tripod pencil grip. This is divided into three sections.

- pre-cursive patterns
- easy letters and words
- harder letters and words

At the end of Reception, pupils should be able to recognise and form all the printed, lowercase letters of the alphabet, recognise and form some of the cursive letters.

Key Stage 1: Years 1 and 2

Teaching consists of five short lessons per week:

- continuing with gross and fine motor skills exercises
- strengthening handwriting, learning and practice
- numerals, capitals and printed letters; where and when to use, learning and practice
- KS1 SATs SPaG exercise

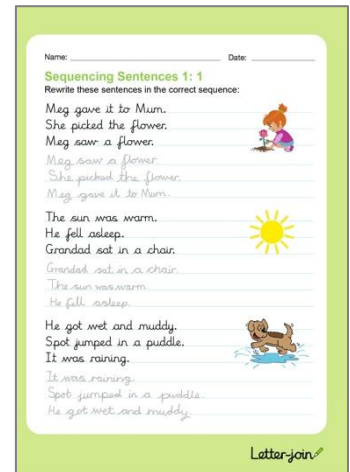


Pupils will be taught to correctly write capital letters, the uses of printed letters within their writing, write numbers, punctuation, maths symbols and other symbols. Pre-cursive patterns and cursive letters will also be introduced when pupils are required to start joining their handwriting.

The following activities are used to support the development of pupil's handwriting.

- warm-ups, letter families and capital letters
- uses of printed letters
- numbers and symbols
- introducing pre-cursive patterns and cursive letters

- cursive letters and words
- letter families
- high frequency words
- joining techniques
- sequencing sentences
- dictation exercises
- times table facts
- SPaG practice for KS1 SATs



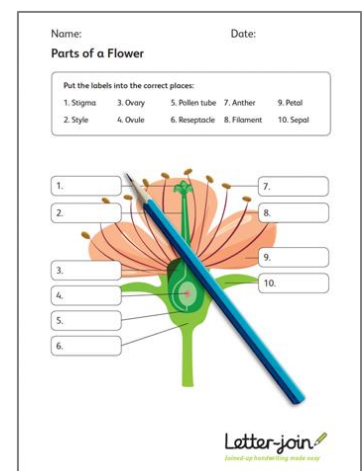
At the end of Y2, pupils should be confident in writing all the capital and printed letters, numbers and symbols and start to become familiar with the orientation of cursive letters.

Pupils will now be developing the fluency and speed of their writing.

Lower Key Stage 2: Years 3 and 4

Handwriting lessons will continue every day in Lower Key Stage 2.

By the end of Y4, pupils should ensure improvement in the legibility, consistency and quality of the children's handwriting through a variety of resources which link handwriting to other areas of the curriculum. Pupils will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.



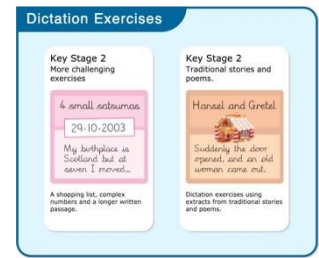
Upper Key Stage 2: Years 5 and 6

More advanced handwriting techniques will be taught during lessons. We do not teach daily handwriting lessons in Y5 and 6 however, we ensure we remind pupils of correct posture and model the correct style when completing shared writing in lessons.

- reinforcing cursive handwriting across the curriculum
- form-filling/labelling using printed and capital letters
- dictation exercises promoting quick note-taking and speedy handwriting writing skills
- KS2 SATs SPaG practice

In Upper Key Stage 2, pupils will have plenty of opportunities to develop the stamina and skills to write at length, with accurate spelling and punctuation. We will ensure all pupils will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects.

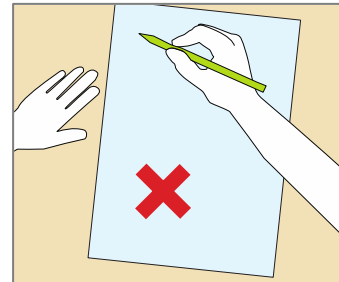
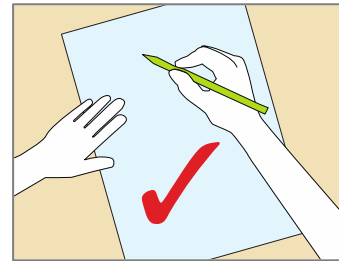
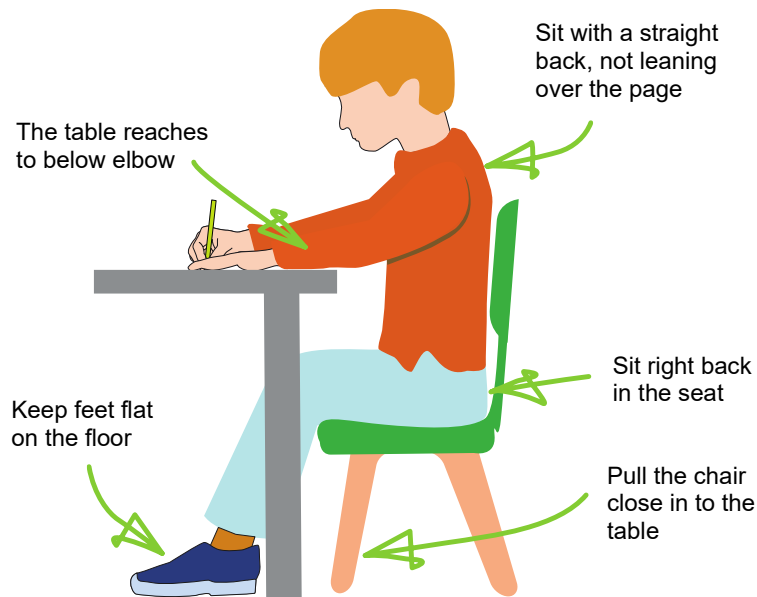
By the end of Y6, pupils should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing. They should also be able to adapt their handwriting for a range of tasks and purposes and to create different effects. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes, a final handwritten version and an un-joined style or capital letters.



Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

SITTING POSITION

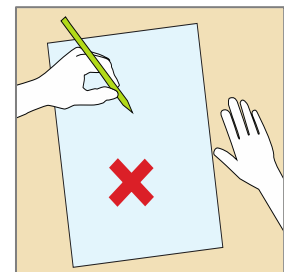
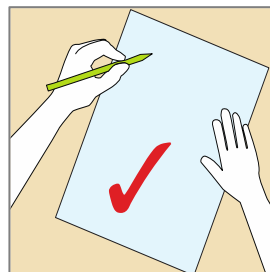
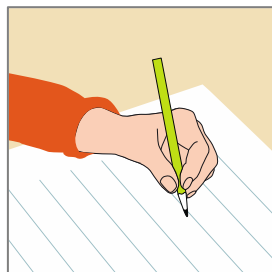
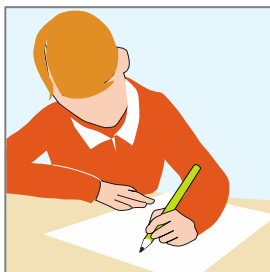


Paper position for right-handed children.

LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow the movements of right-handed teachers as they model letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.



Paper position for left-handed children.

The Tripod Pencil Grip

Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib. We use the Tripod Grip Rhyme:

Right-handed pencil grip



Point away the pencil,



Pinch it near the tip,



Lift it off the table,

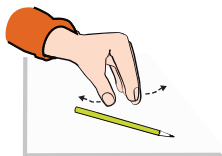


Spin it round...



and grip.

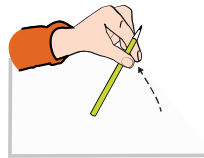
Left-handed pencil grip



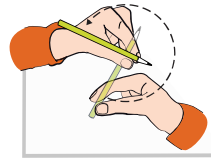
Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.