

# ST. MARGARET'S HANDWRITING POLICY

## Handwriting Policy

### St. Margaret's C of E Primary School

#### 1.0 Aims

1.1 Handwriting is a vital means of communicating our thoughts, instructions, opinions, knowledge and ideas and it is essential that all pupils have the opportunity to acquire the skills necessary to put this into practice.

We aim to create frequent, discrete and direct, learning situations in which all children will experience a structured approach to learning handwriting, in order to achieve a fluent and legible cursive style.

#### 2.0 Objectives

- To encourage neat, joined and tidy writing.
- To provide children with regular timetabled handwriting practice.
- To use discrete teaching and marking opportunities to promote good presentation.
- "Children should be encouraged to develop a concern for the appearance of their written work" (taken from the Bullock report).

#### 3.0 Guidelines

3.1 Reception to year 6 will use New Nelson Handwriting Scheme in weekly, dedicated practise sessions and will be encouraged throughout the curriculum. Handwriting should be undertaken in the back of topic books.

Reception: Children are encouraged to acquire an efficient pencil grip, to produce a controlled line which will support letter formation and begin to form recognisable letters which are formed correctly.

Year 1: Children sit correctly at a table and continue to develop their pencil grip, forming lower case letters which will be easy to join in the future. They recognise which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways). They will practise handwriting throughout the curriculum developing a style which will lead to joined up writing.

Year 2: Children form capital letters, digits and lower-case letters of the correct size relative to one another. They start using the diagonal and horizontal strokes needed to join letters and begin to understand which letters, when adjacent to one another, are best left unjoined. Children use spacing between words that reflects the size of the letters.

Year 3: Children will continue the work from year 2 and begin to ensure a consistency in size and proportion of letters, letter spacing and the spacing between words. They will further develop their handwriting speed, fluency and legibility through practise and begin using black ink pens to write with. Children should begin to use joined writing in all of their independent writing.

Year 4: Children will use joined up writing in all of their independent writing. Children will be aware of the different styles of writing used for formal and informal writing, ensure consistency in size and spacing and develop speed. They will also develop presentation skills to include script for labels, captions and posters and be aware of the differing fonts used in ICT work.

Year 5: Children will extend and develop their range of writing skills, writing legibly, fluently and with increasing speed. Children should choose which shape of a letter to use when given choices and decide whether or not to join specific letters.

Year 6: Children will continue to develop their writing skills gained from year 5 and begin to develop their own style of handwriting. Children should be clear which standard of handwriting is appropriate for a particular task, for example quick notes or a final handwritten version. Children should also develop an unjoined style, for example, for labelling a diagram, an email address or using capitals for filling out forms. Children should also choose the writing implement best suited for the task.

By the end of Key Stage 2 the children should be able to write fluently in their own cursive style. At this stage we expect good presentation and speed in all aspects of writing.

#### 4.0 *Writing medium*

4.1 Children in KS2 (Y3-6) will be required to use black ink pen which will be provided. Children will also be encouraged to provide their own writing equipment in KS2.

#### 5.0 Left-handed writers

5.1 Some children are left-handed and have special needs concerning their seating arrangements. Some children may experience difficulty in writing with a pen. To ensure equality of opportunity left-handed writers will be given every assistance possible to form their letters correctly. Where necessary they will receive specific teaching to meet their needs.

#### 6.0 Parental involvement

6.1 At St Margaret's we recognise the value of parental involvement. If a teacher is concerned about a child's inability to form legible letters or to produce fluent handwriting they will discuss this with the parents and provide them with advice. Such pupils may be given additional practice to do at home under the close supervision of their parents.