



## South Ascot Village Primary School Handwriting Policy

### Aims

- To have a consistent cursive approach across the whole school to ensure high levels of presentation.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.
- Children to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Children to develop fluency and speed whilst writing, so that eventually the children are able to write the letters with confidence and correct orientation.

### Teaching and Learning

- As recommended by the British Dyslexia Association, we adopt a continuous cursive style of writing.
- Teachers and Teaching Assistants model the agreed cursive style when modelling writing both in class and on displays.
- Our agreed cursive style is as below:

Cursive Lower Case Letters



### **Early Years Foundation Stage (EYFS): Communication, language and literacy**

- Children to be introduced to pre-cursive and cursive script at the earliest stages of writing.
- Children in the Foundation Stage should be writing in the pre-cursive script to enable an easier transition in Year 1 into the cursive script, depending on their ability. However, the expectation is that by the end of FS2, pupils will start to transfer towards a cursive script depending on their skill and ability.
- Displays in the Foundation Stage should include models of cursive script.
- Implements such as chunky triangular pencils, large chalks and chunky pens etc are used by pupils to rehearse skills on paper, chalk boards, pavement etc.

### **ii) Key Stage 1 & Key Stage 2**

Within KS1, every class will have three 10 minute handwriting sessions per week.

Within KS2, every class will have a specific handwriting session for two 15minutes per week.

In handwriting sessions, spellings, relevant key vocabulary or sentences/paragraphs related to core texts will be modelled by an adult then practised by children.

Lined paper is used for handwriting specific exercises. Lines should be well spaced to start with - e.g. 10mm apart - gradually reducing to single lines about 8mm apart. To practice children may use handwriting paper.

#### **Posture**

- Chairs and desks within classrooms are matched to children's age and height.
- Children's backs should be straight and feet resting on the floor. A right-handed child should have their book slanted to the left. For a left-handed child the book should be slanted to the right.
- Always make sure that the hand which is not holding the pencil or pen holds the paper.

#### **Implements**

Children use a standard HB pencil, well sharpened.

When a teacher deems a child ready within KS2, they get a pen licence. They will be provided with a handwriting pen. This should be by the end of Year 4 in most cases.

A pencil is always used within maths regardless of whether children have a pen licence. Pencil must also be used for drawing diagrams and tables in science and topic work.

## **Planning**

- During handwriting sessions, children will apply taught formations to letters, words or parts of text relevant to their current learning. For example, they may practise the letters from their current phonics focus, the letter strings used in their weekly spellings, key vocabulary related to core texts or topic work or use parts of text from guided reading or literacy texts.
- There is not the expectation that formal written plans are required.
- Books will be used as evidence for the progression of handwriting.

## **Resources**

The school uses the system Letterjoin to support the teaching of handwriting. This provides models of forming letters, word samples and a way to producing text using the agreed school cursive system. Each class teacher has a log on for the website so they can produce text and worksheets to support teaching and learning.

## **Use of ICT**

Letterjoin contains animations and worksheets for numbers, punctuation and mathematical symbols. Also, Letterjoin has a Printed Letters section demonstrating the alphabet in a printed format. All the letters are animated with the option of practicing them on the IWB. It has an IWB scoring system: trace over the patterns, letters and words on the whiteboard and see how well you've done!

## **Equal opportunities and Special needs**

All children must have the opportunity and the encouragement to reach their full potential regardless of race, creed or sex. Children with Special Educational needs, where necessary, will be provided with specialist equipment such as pencil grips or wider ruled lined paper. Children will also have the opportunity to use iPads to rehearse specific skills on a more regular basis. Intervention is available for children who experience significant difficulties to practice pre writing skills and fine motor coordination

## **Assessment, Monitoring and Moderation**

Children in the EYFS are assessed on an ongoing basis through observation, handwriting informs part of this. Within Key Stage One and Key Stage Two, handwriting is assessed as part of children's writing assessments on a six weekly basis.

## **Homework**

Children are encouraged to use the cursive script in all written home learning.

The policy was adopted by the Governing Body as its meeting on \_\_\_\_\_

Signature of Chairperson of Governing Body \_\_\_\_\_

Review Date: \_\_\_\_\_