



Handwriting Policy

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Ringway Primary School Handwriting Policy

Aims

The development of neat, well-formed writing should be encouraged for all pupils. To promote legible, aesthetically pleasing and consistent style of handwriting throughout the school. To encourage pupils to gain satisfaction from a neatly presented piece of work.

Guidelines

- The process should begin in the early stages of writing with the correct formation of letters of the alphabet.
- Handwriting is a skill that needs to be formally taught and practised regularly.
- Letter formation should be based on the agreed handwriting script set out in RWInc and Nelson Handwriting scheme guidance.
- The looped k will be taught rather than un-looped.
- From Year 1 upwards pupils should be encouraged to join their handwriting.
- All pupils will be expected to use a joined script by the end of KS2.
- Accuracy, speed and flow are essential aspects of handwriting skills and need to be practised.
- Support will be given to pupils as and when required.

Classroom Strategies

- Daily handwriting lessons.
- Pen Licenses to be introduced in year 4 with the aim for all pupils to be writing in handwriting pen by the end of the school year. All pupils in upper Key Stage 2 (year 5/6) to write in pen. If an error is made in pen, the incorrect word/sentence must have one neatly drawn line (using a ruler) put through the middle.
- If constructing any typed worksheets/letters or pupils' work the 'Twinkl Cursive Unlooped' font must be used.
- Posture- To achieve the best handwriting, it is important to be sitting in the most comfortable position with the table and chair at the correct height.

- Pen-grip – The writing pencil or pen should be lightly supported and not gripped tightly. It should be possible to remove the pen from the pupil's grip without lifting their hand at the same time.
- Writing Implement – It should be suitable for the purpose. If points are too sharp they will dig into the surface of the paper and hinder fluency.
- Example– The teacher should ensure that his or her own handwriting on the IWB, displays, worksheets, notices etc should be clear and legible and conforms to school policy.
- Criticism– Ensure that any criticism made of a pupil's handwriting is positive and constructive, with comments indicating how improvements can be made.

National Curriculum Guidance

Year 1

Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting 'families' (ie letters that are formed in similar ways) and to practise these.
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.

Handwriting requires frequent and discrete, direct teaching. Pupils should be able to form letters correctly and confidently. The size of the writing implement (pencil, pen) should not be too large for a young pupil's hand. Whatever is being used should allow the pupil to hold it easily and correctly so that bad habits are avoided.

Year 2

Pupils should be taught to:

- form lower-case letters of the correct size relative to one another.
- To continue to use some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.

- write capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters.
- use spacing between words that reflects the size of the letters

Pupils should revise and practise correct letter formation frequently. They should be taught to write with a joined style as soon as they can form letters securely with the correct orientation.

Year 3/4

Pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting, (for example, by ensuring that the downstrokes of letters are parallel and equidistant, and that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch).

Pupils should be using joined handwriting throughout their independent writing. Handwriting should continue to be taught, with the aim of increasing the fluency with which pupils are able to write down what they want to say. This, in turn, will support their composition and spelling.

Year 5/6

Pupils should be taught to:

- write legibly, fluently and with increasing speed by:
- choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters.
- choosing the writing implement that is best suited for a task

Pupils should continue to practise handwriting and be encouraged to increase the speed of it, so that problems with forming letters do not get in the way of their writing down what they want to say. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes or a final handwritten version. They should also be taught to use an unjoined style, for example, for labelling a diagram or data, writing an email address, or for algebra, and capital letters, for example, for filling in a form.

