

## Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

### Handwriting Policy

#### SCHOOL VISION

**Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.**

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live." Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

*'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12*

## Rationale

At Holy Trinity Church of England Primary School, the children are introduced to cursive handwriting during Year 1. We believe this raises standards and consistency in handwriting throughout the whole school; developing confidence, accuracy, fluency and improved presentation.

The rules of the cursive style help:

- to minimise confusion as every letter starts on the line with an entry stroke and leads out with an exit stroke
- to improve the flow of pupils' writing as letters naturally flow into each other
- to minimise the writing of separate letters and naturally encourages joining
- to form spacing between words as the child develops whole word awareness
- to develop a child's visual memory
- to develop a consistent use of language when teaching Handwriting

## Aims

- To provide equal opportunities for all pupils to achieve success in handwriting
- To produce clear, concise, legible handwriting style
- To present work to a variety of audiences neatly
- To develop accuracy and fluency
- To help children recognise that handwriting is a form of communication and as such should be considered important in order for it to be effective
- To promote confidence and self-esteem
- To encourage children to take pride in their work
- To build in cross curricular links to broaden experience
- To help children recognise that handwriting is a life-long skill and will be a fundamental element of all forms of written communication throughout their lives
- To display neatly presented work around the school as a model of excellence for others to aspire to

## Learning and Teaching of Handwriting

### General

- Display writing throughout the school includes block letters, cursive script and computer generated writing.
- Children are given opportunities to use a variety of tools such as pens, pencils and felt tips.
- Photocopiable masters, Join It digital font, handwriting books and lined paper are used through the school as appropriate. Guidelines are also used when the children are writing on plain paper.
- Left-handed children always sit on the left side of right-handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of the centre of their body, and have their fingers about 1.5cm from the point of the pencil.
- When marking or making comments, staff members use cursive script.

### Foundation Stage (Reception Year)

In the Foundation Stage children take part in a variety of activities to develop gross and fine motor skills and recognition of patterns. Handwriting is taught everyday through the phonics session. Children should be given opportunities to:

- Use writing as a means of recording and communicating

***'I know that there is nothing better for people than to be happy and to do good while they live.'* Ecclesiastes 3:12**

- Engage in activities that require hand and eye coordination
- Use one handed tools and equipment
- Draw lines and circles using fine and gross motor movement
- Manipulate objects with increasing control
- Learn how to hold a pen/pencil
- Begin to use anti clockwise movement and retrace vertical lines
- Begin to form recognisable letters correctly
- Use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed
- To start and finish letters correctly

Practise of particular High Frequency Words helps to develop good visual and writing habits e.g. 'the', 'and'. By the end of the Reception Year all children will have been introduced to all letters of the alphabet and introduced to more independent writing. Where possible, children practise their names in print script using motor memory.

### **Key Stage One (Year 1 and Year 2)**

As the children move to Year 1, the skills acquired in the Foundation Stage are continued, consolidating correct formation, concentration and accurate precision work. When ready, children begin to use a precursive script in Year 1. A fully cursive script is taught from the beginning of Year 2. Handwriting is practised daily and is linked to the phonic session within the teaching of literacy.

Children are taught:

- To have the correct posture and position
- To have the correct pencil grip
- To practise patterns and free flowing hand motions
- To write from left to right and top to bottom
- To form letters of regular size and shape consistently
- To ensure letters are on the line and there are clear ascenders and descenders
- To put regular spaces between words
- To form upper and lower case letters correctly
- To join letters correctly
- The importance of clear and neat presentation in order to communicate

### **Key Stage Two (Year 3 to Year 6)**

The direct teaching and practice of cursive style handwriting continues into Years 3 & 4 with at least 20 minutes a week given to the practice of handwriting dependent upon the needs of the children.

Children are taught to:

- Write legibly in both joined and printed styles with increasing accuracy and speed
- Use different forms of handwriting for different purposes
- A quicker script for notes
- A fluent, legible joined hand for finished and presented work

If children in Year 3 are consistently using a fluently joined cursive script, they will be given a dark blue handwriting pen to use in all their books except their maths book. From Year 4 onwards, all children will write in a dark blue handwriting pen.

## Adaptations to be made

Sometimes some children may experience difficulties but this is often due to a coordination problem or adapting a left handed style.

Activities to develop 'gross motor skills' can be promoted as these will assist fine motor skills, as will plenty of pre-writing activities to loosen up the wrist and upper arm.

Older children needing additional support are given short bursts of handwriting practice, one -to-one with a Teaching Assistant, as often as possible (daily preferably). Use of a small whiteboard and pen is often the most successful aid as they are less restrictive and enable the child to feel less inhibited.

Occasionally, children with sensory needs may write with a pencil instead of a pen.

## Meeting Parents

New Foundation Stage parents are invited to attend an induction workshop for 'new' parents, held in the summer term. This enables us to outline our rationale and engage their support in encouraging their child to practise printing letters at opportune moments at home.

The Handwriting Policy and style is available on the school website for parents to access.

## Monitoring and Assessment

- The presentation of all work is monitored through work scrutiny.
- Children are continually assessed throughout the school, through the use of formative, summative, self and peer assessment. Please refer to the Assessment Policy.
- Members of the Governing Board may assess the pupils' handwriting throughout the school during visits.
- The Ascot Cluster team may assess handwriting against pupils of similar age and stage to ensure high standards are maintained within RBWM and throughout our school.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Standards, Achievements and Curriculum Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

a b c d e f

g h i j k l

m n o p q

r s t u v w

x y z

