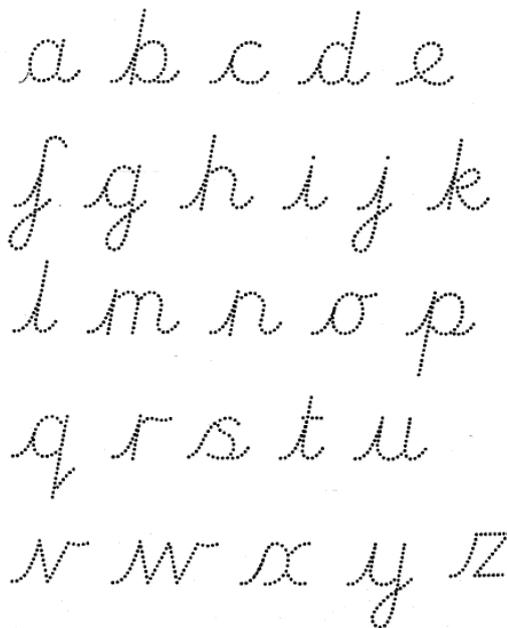


# Lethbridge Primary School

## Handwriting Policy

At Lethbridge Primary School we believe that children should be taught to write in a joined, legible style which enables them to write fluently and for all occasions. We believe that a cursive style will help the children in developing their confidence in their handwriting because it minimises confusion when writing each letter as all the letters start at the bottom of the line. This will also help the children when joining as the flow of cursive writing naturally leads to this. It will also help the children to understand spacing between words as their visual memory for writing each word increases. A cursive style will also help the children to increase their fluency when writing. We believe that handwriting should be explicitly taught following the cursive style as detailed below.



### Capital letters

Capital letters stand alone and are not joined to the next letter. Children must practise starting sentences and writing names using a capital letter and not joining the subsequent letter. This should be modelled by the teacher during Handwriting, English and Phonics sessions.

A uniformed handwriting style should be consistent throughout the school and modelled by the teacher; this will be evident on display boards and in books.

### EYFS

Handwriting is a developmental process and this is why we carefully prepare children in Early Years. Before the children begin the formal teaching of handwriting they need to experience appropriate activities that help them to develop hand eye coordination, gross and fine motor skills and pencil grip. Therefore children take part in various types of play activities to develop these skills, such as big writing with ribbon sticks, dough gym, finger rhymes, using scissors and rolling pins, tweezers and threading beads.

Children will then develop basic handwriting skills and actual letter formation through further activities such as forming letters using tools and index finger in sand, glitter, paint and when appropriate, holding a

pencil. They will also be given the opportunities to develop their handwriting to their full potential by learning letter formation alongside phonics in an age appropriate way.

### **Key Stage 1**

In Year 1 the children will continue to be taught the cursive style when forming each letter, starting and finishing in the correct places. The children will be shown a comfortable and efficient pencil grip which they will be encouraged to use when writing. They will be shown the correct posture for writing including how to sit at the table properly. They will be taught handwriting in specific lessons to help them become confident when writing each letter.

In Year 2 the children will be taught to form lower-case letters to the correct size relative to one another. All the children should use spacing between words which reflects the size of the letters. The children will be taught the horizontal strokes needed to join their letters. This is with the intention that most children will be joining their handwriting by the end of year 2.

In KS1 handwriting will be taught in short, regular sessions and where possible, integrated across the curriculum. Letter formation and joining is always modelled clearly to the children before they are required to practise.

### **Key Stage 2**

In Years 3 and 4 the children will continue with specific handwriting practice where formation and letter joins will be taught and intervention groups for handwriting will take place where applicable. The children should increase the legibility, consistency and quality of his/her handwriting e.g. by ensuring that the down strokes of letters are parallel and equidistant and that the lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.

In Years 5 and 6 children that have formed a neat, fluent style will now begin to focus on the wider presentational skills needed in their writing. They will focus on increasing their speed when writing whilst keeping their presentation neat. The children will also begin to choose the writing tool most appropriate to the task. Any joins that still need to be taught will be done so in specific handwriting sessions.

### **S.E.N**

We support all children with different needs to achieve a style that is fluent and well presented. The above stages of progression will be adapted for any child that needs to further develop skills of fine motor control or progress further. Writing tools will be made available in all year groups and used accordingly, dependent upon individual's needs. Pencil Grips, writing slopes and other resources are additional tools that will also be used to support individuals developing a fluent style of handwriting.

### **Left-handed Children**

Left-handed children will be supported by the teacher to ensure that they are sat on the left hand side of a right-handed child. The positioning of the paper when writing will be shown to them so that it is to the left of the child's midline and the angle of the right hand corner is lower than the left hand corner. They will be encouraged to use their non-writing hand to stabilise the paper. They will have access to pencil grips if needed to help their grasp of the pencil. There will be a focus on correct stroke direction.

### **Monitoring**

Handwriting and presentation will be monitored throughout the year by school leaders and governors. This is to ensure that a consistent approach to handwriting is being implemented throughout the school and that there is an emphasis on neatness and presentation from all children.

October 2016

Review due: October 2018

Carly Chew

Caron Short