

HANDWRITING POLICY

AIMS IN THE SCHOOL TO DEVELOP HANDWRITING IN FOUNDATION, KEY
STAGE ONE AND KEY STAGE TWO

For all children to produce neat, legible handwriting with correctly formed letters.

Begin to use emergent writing at foundation level.

At the beginning of Key Stage One cursive writing should be used to show the beginning and end of a letter.

When confident with cursive writing, move to joining letters as early as possible.

By end of Key Stage One majority to be joining letters as standard.

By end of Key Stage Two develop own style of writing using joins.

In year five and above, children should be building on their well established basic skills and a degree of individuality should be allowed and encouraged.

Suggested teaching practices

Use of:

- Group work
- Whole class teaching
- Individual work

The following activities help develop handwriting:

- Use gloop, paint, clay and sand to form shapes and patterns;
- Modelling clay to make letters;
- Writing letter patterns in sand;
- Using individual whiteboards;
- Plain paper with paint and felt tips;
- Use handwriting books to practice the formation and size of letters;
- Follow Folens scheme on sheets and in handwriting books;
- Teach specific handwriting lessons and focus in literacy lessons where needed;
- Introduce focus groups in morning work for those that need individual attention;
- Use clearly displayed target setting to encourage improvements in handwriting and children need to evaluate own progress.

Teachers should model appropriate handwriting in books, on the board and on all displayed writing.

Handwriting could be given as homework, to practice and consolidate if required.

Use handwriting pens in year four onwards, if confident with using pencil.

Links with typing on computer and use of different font styles introduced in ICT.

Include the requirement of 'neat presentation and joined handwriting' as part of the Success Criteria in all writing.

Constant reviewing and consolidation of the basic handwriting skills should be done throughout Key Stage Two on a regular basis.

Expectations for handwriting

- Have clear expectations of handwriting - regular, tidy, on the line and neatly spaced.
Handwriting and presentation should be a focus throughout the curriculum.
- Use presentation books or displays to celebrate neat handwriting.
- Reward with stickers, team points and positive comments when progress is shown. Words of encouragement and how to improve handwriting should be evident to the child.
- Handwriting pens can be rewarded in year four when they have achieved neat handwriting in pencil.

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