

Our Lady of Mount Carmel Catholic Primary School

Handwriting Policy



**Approved by the Board of Governors of
Our Lady of Mount Carmel Catholic Primary School**

Chair of Governors: Katie Owen

Date: 9th February 2016

Handwriting Policy and Guidelines

Aims

For Teachers

1. To know the correct style, letter formations and joins in handwriting to ensure consistency across the school
2. To understand the progression in handwriting so that pupils are taught in every lesson and pupils' handwriting develops and improves
3. To ensure high expectations in handwriting lessons and that pupils are expected to apply the same standards in other independent writing

For Pupils

1. To know the importance of clear and neat presentation in order to communicate meaning effectively
2. To write legibly in both joined and printed styles with increasing fluency and speed by;
 - Having a correct pencil grip
 - Knowing that all letters start from the top, except d and e which start in the middle
 - Forming all letters correctly
 - Knowing the size and orientation of letters

Teaching time

There should be two handwriting sessions each week as well as time to practise. For example, presenting work for display.

Model used

Our Lady of Mount Carmel uses the Nelson Handwriting Scheme with the following letter formation:

Lower case letters

abcdefghijklmnopqrstuvwxyz

Capitals

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

Cursive Script

abcdefghijklmnopqrstuvwxyz

The Four Joins

1. to letters without ascenders
2. to letters with ascenders
3. horizontal joins
4. horizontal joins to letters with ascenders

(See appendix 2 for examples of joins)

The break letters (letters that aren't joined from) are:

b g j p q x y z s

(See appendix 1 for examples of the break letters)

Pencils and Pens

Pupils will use HB pencils initially and move onto handwriting pens when given their pen licence. When pupils start to use pens in their independent writing they may supply their own pen which must be a blue ink pen. Some pupils will find their writing is neater in pencil and should be given the choice to use pen or pencil in independent writing.

However, once given a licence, pupils should be taught to use them in handwriting lessons.

Getting ready to write

Seating and posture

- Chair and table should be at a comfortable height
- The table should support the forearm so that it rests lightly on the surface and is parallel to the floor
- Encourage children to sit up straight and not slouch
- Tables should be free of clutter
- The non-writing hand should steady the paper
- Left handed pupils should sit on the left of their partners

Pencil grip

- A tripod grip is the most efficient way of holding a pencil

NB It is very important that a right handed child is NOT seated on the left hand side of a left handed child as their elbows will collide!

Assessment

Children should be observed as they write during handwriting lessons – the teacher must circulate, monitor and intervene. Teachers also need to monitor and mark whole pieces of writing. The following should be considered:

- Is the posture correct?
- Does the child hold the pencil comfortably?
- Does the child use the correct movement when forming and or joining letters?
- Are any letters reversed or inverted?
- Does the child write fluently and rhythmically?
- Is the writing easily legible?

Teacher Modelling

It is essential that teachers model neat and cursive writing in shared writing on the whiteboard, interactive whiteboard and in pupils' books when marking. Teachers' writing must be consistent with the Nelson model.

Application

Pupils should be encouraged to apply the hand-writing they are taught in all independent writing. Teachers must have high expectations of all pupils and expect to see examples of what they have been taught in all books.

If pupils are learning joined hand-writing they should be expected to use this in their written work. Pupils should only attempt joins if they have been taught them.

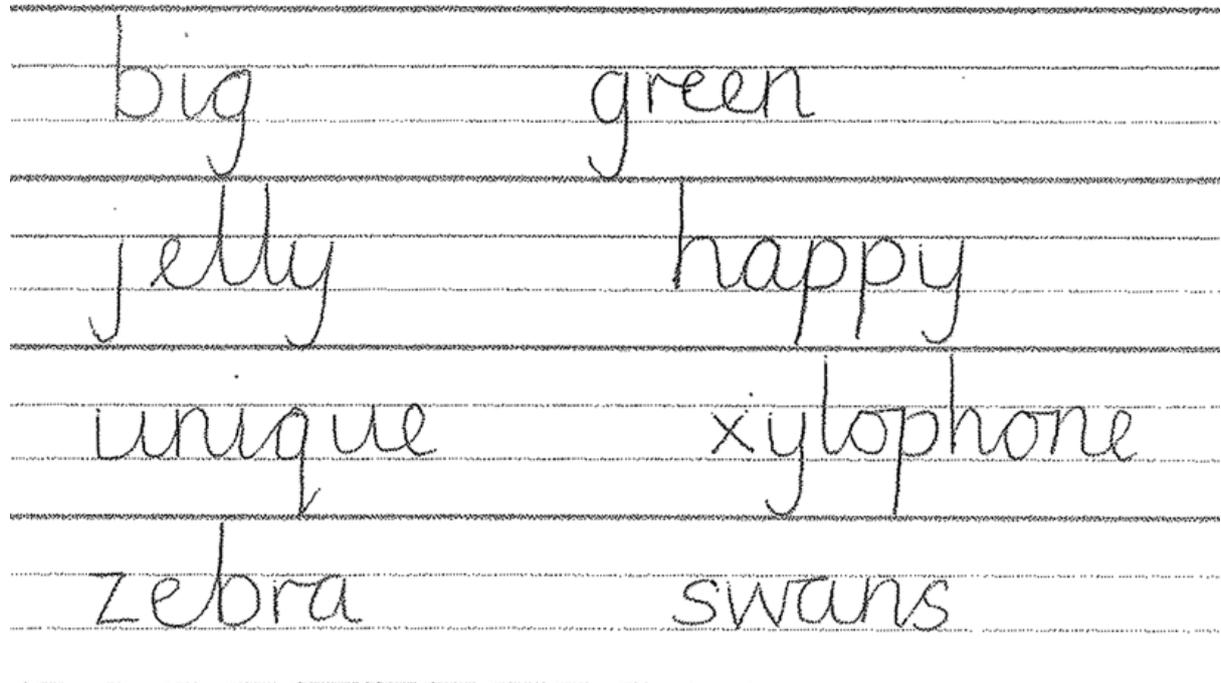
Teachers must monitor this and use praise and next steps marking to bring this to pupils' attention where appropriate.

Rewards

Children's handwriting will be displayed on the handwriting board and a certificate awarded at the celebration assembly.

APPENDIX 1

Examples of the break letters



APPENDIX 2

Examples of the joins

I fell asleep in class

today

as I was awfully bored

I laid my head upon

my desk

and fell asleep and snored