

# ST MARYS CATHOLIC PRIMARY SCHOOL AND NURSERY



## Handwriting Policy 2017



## St Mary's Catholic Primary School Handwriting Policy.

### Aims.

Our aims in teaching handwriting are:

- For all children to develop a legible style of handwriting with increasing fluency, confidence and speed.
- For the children to be aware that different forms of handwriting are to be used for different purposes.
- To make provision for left handed children to develop free flowing writing.

In order to achieve this children will be taught to:

- Develop fine motor control,
- The importance of correct posture and paper position whether right or left handed,
- To use a pen/pencil and to hold it effectively,
- To write from left to right and top to bottom on a page,
- To start and finish letters correctly,
- To form letters of regular size and shape,
- The language of writing and to use the correct terminology,(e.g. ascenders)
- To put regular spaces between words,
- How to form upper and lower case letters,
- How to join letters,
- How to write legibly in both joined and printed style,
- To use different styles of writing for different purposes,
- The importance of neat and clear presentation in order to communicate meaning effectively.

### Methodology and organisation.

At St Mary's Primary School we aim to develop handwriting through systematic and regular practice in the teaching of handwriting, at least three times per week.

The use of 'The Handwriting File' ensures a consistency of style and approach which leads to an effective progression of experience and teaching. The cursive style is introduced as soon as the children are ready in Reception class.

### **Foundation Stage**

During the Reception year children follow a programme of foundation work which introduces them to the skills they will need to develop later on to develop good handwriting. Through activities such as playdough, sand, water and large play the children develop their pre writing skills by strengthening their motor skills. The children are introduced to pencil control skills through a series of patterns which include straight, wavy, zig-zag, horizontal and vertical lines, loops and ovals. These patterns provide practice in all the essential movements for handwriting and the correct positions for holding a pencil.

Reception children will be introduced to The Handwriting File scheme of work when the teacher feels that the children have gained the necessary skills to begin their letter formation.

Reception children will know:

- that there is a correct way to hold a pencil;
- that writing occurs from left to right;
- writing occurs from top to bottom of the page
- that there is an appropriate use of upper and lower case letters when writing their own name.
- how to write letters using the correct sequence of movements.

### **Key Stage 1**

#### **Year 1**

Year 1 children will continue to learn the letter formation using The Handwriting File.

Year 1 children will learn:

- there is a correct starting and finishing point for letters;
- lower case letters should be consistently spaced and sized ready for joining;
- upper case letters should be consistently formed and sized;

- to develop a comfortable and efficient pencil grip
- Begin the four basic handwriting joins.

## **Year 2**

Year 2 children will consolidate their letters from Year 1 and continue to develop the four basic handwriting joins:

- diagonal joins to letters without ascenders e.g. ai, ar, un;
- horizontal joins to letters without ascenders e.g. ou, vi, wi;
- diagonal joins to letters with ascenders e.g. ab, ul, it;
- horizontal joins to letters with ascenders e.g. ol, wh, ot.

## **Key Stage 2**

### **Year 3**

Year 3 children will practice the letter pairs and words from The Handwriting File and will:

- consolidate their joins from Year 2 and use these in independent writing;
- ensure consistency in size and proportions of letters;
- ensure spacing between letters and words;
- build up handwriting speed, fluency and legibility through practice.

### **Year 4**

Year 4 children will be confident writers following the guidance given in The Handwriting File. Year 4 children will:

- use joined handwriting for all writing except where other special forms are required;
- know when to use a neat hand for presented work;
- to have consistency in size and proportions of letters and spacing between letters and words;
- build up speed for drafts, notes, lists.

### **Monitoring and assessment.**

Assessment of handwriting is an on going process and will take place formally and informally, during the regular, focused handwriting sessions and across other curricular areas.

All assessments are passed on to the receiving teacher.

The monitoring of the teaching of handwriting is carried out by the Head teacher.

**Home/school links.**

Parents are informed of the school's approach to handwriting and they are given guidance on correct letter formation prior to their children starting at the school.

Homework activities are also used to promote and practise handwriting styles when required.

**Signed:**

**Mrs B Corbett  
Headteacher**

**Date: March 2017**

**Signed:**

**Mrs A Geoghegan  
Chair of Governors**

**Date: March 2017**

**To be reviewed: March 2019**