



Bellfield Infant School

Handwriting Policy

Aims

It is the aim of this school that every child should be enabled to develop a fluent legible style of handwriting. Capital and lower case letters should be used appropriately and the letter size should be consistent. We will provide opportunities for children to develop, practise and perfect skills and provide targeted support to any child experiencing difficulty.

Handwriting in the classroom

Effective teaching of handwriting can only be achieved through modelling. Teachers must demonstrate letter formation and joins regularly and children must practise by carefully copying and repeating. It is important to observe children writing to ensure they are forming letters correctly.

In the Foundation stage handwriting will be implemented as follows:

- Children will develop hand eye co-ordination, gross and fine motor skills to support handwriting
- Children will use a range of tools to develop drawing lines and circles using gross motor skills e.g. swirling ribbons, batting balls, painting
- Children will use a range of materials to develop fine motor skills e.g. wax crayons, markers, pencils, sponges, chunky brushes, cotton wool buds, finger paints etc.
- Children will practise manipulative skills e.g. cooking, playing with construction, threading and playing instruments
- Children will use a variety of tools and paper, indoors and outdoors for purposeful writing e.g. role playing, labelling, making cards

Teachers and Teaching Assistants across the school should:

- Have high expectations, valuing work that is the child's best effort and supporting when it clearly is not
- Identify left handed children and make sure they have sufficient space in which to work
- Provide appropriate paper and pencils (i.e. all pencils must be sharp and of a reasonable length)

- Model how to hold a pencil correctly
- Reinforce how to form letters, using a variety of strategies and materials
- Reinforce how to join letters correctly
- Monitor children’s progress through regular assessments and observations of how letters are formed
- Implement intervention for those children not forming letters or numbers correctly
- Encourage children to assume a correct sitting position in order to write – both feet on the floor etc.
- Modelling good handwriting; on the board, when marking children’s work, displays etc.
- Allow children with very poor fine motor skills to print and not make joins

Handwriting will be taught throughout the week but will also be addressed during Read, Write Inc. group lessons. Each lesson should have a clear focus and the children will watch the teacher modelling letter formation and/or joins. It may be that it will be more appropriate to group children in order to differentiate, but the children must see an adult modelling the writing.

Year group	Expectations	Writing Instruments
Nursery	To develop basic movements for letter formation	wax crayons, markers, pencils, sponges, chunky brushes, finger paints etc.
Reception	To develop basic movements for letter formation. To refine writing movements and begin to form cursive letters.	wax crayons, markers, pencils, sponges, chunky brushes, finger paints etc. Pencil for writing.
Year 1	To form letters correctly and begin joining patterns. Ensure ascenders and descenders are clear.	wax crayons, markers, pencils, sponges, chunky brushes, finger paints etc. Pencil for writing.
Year 2	To continue joining handwriting and develop more complicated joins.	Pencil with the introduction of a pen when a child shows a consistent use of neat joined presentation.

During Foundation Stage the children learn the formation of lower case letters as below:

abcdefghijklmnopqrstuvwxyz

Letter formation will be taught through Read, Write Inc. which will be introduced in September and practised daily.

Once a child is confident with letter formation they should be taught the joining patterns (Year 1):

abcdefghijklmnopqrstuvwxyz

In Year 2, only when letter formation has been practised and refined, children should be taught the correct cursive joins as below:

abcdefghijklmnopqrstuvwxyz

The capital letters and numerals will be taught the same throughout the school:

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

Numbers:

1 2 3 4 5 6 7 8 9 0