



Policy: HANDWRITING

Our aim at St. John's Meads is to develop materials for handwriting throughout the primary years in order to give every child the necessary handwriting skills for their future.

"The ability to write easily, quickly and legibly affects the quality of a child's written output, for difficulty with hand-writing can hamper the flow of thoughts and limit fluency. If a child is left to develop handwriting without instruction, they are unlikely to develop a running hand which is simultaneously legible, fast-flowing and individual and becomes effortless produce."

(Sir Allan Bullock)

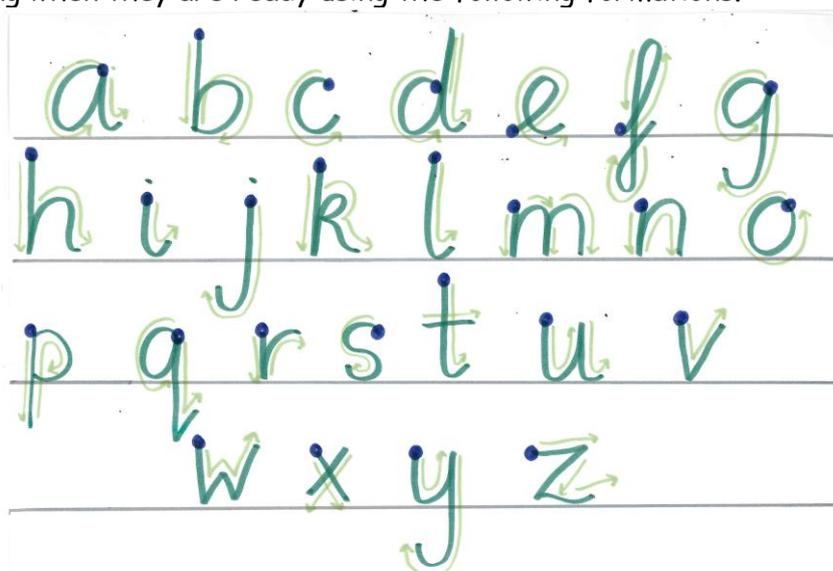
Across the school we aim to give pupils regular opportunities to learn, develop and practise their handwriting. By the end of KS2 we aim for the majority of children to be able to write using their own style of legible joined handwriting.

Reception Year

Children will begin in the Foundation Stage with a variety of writing skills ranging from simple mark making to writing their name unaided. They will move from gross to fine motor skills using a variety of tactile methods. They need opportunities to mark make in their own way and to gradually refine these into recognisable patterns and eventually letters.

To aid co-ordination, different mediums will be explored, such as paint, sand, ribbons, modelling materials and chalk, alongside 'pencil and paper'.

Handwriting practices will begin in the Reception Class, where the children will print their letters using a top to bottom convention. The letters will be formed in order to prepare them for cursive writing when they are ready using the following formations.



This should take the form of discussion and modelling for the children.



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Towards the end of Reception, if some children are ready, they may begin learning to add instrokes and outstrokes to their letters in order to ready them for joined handwriting.

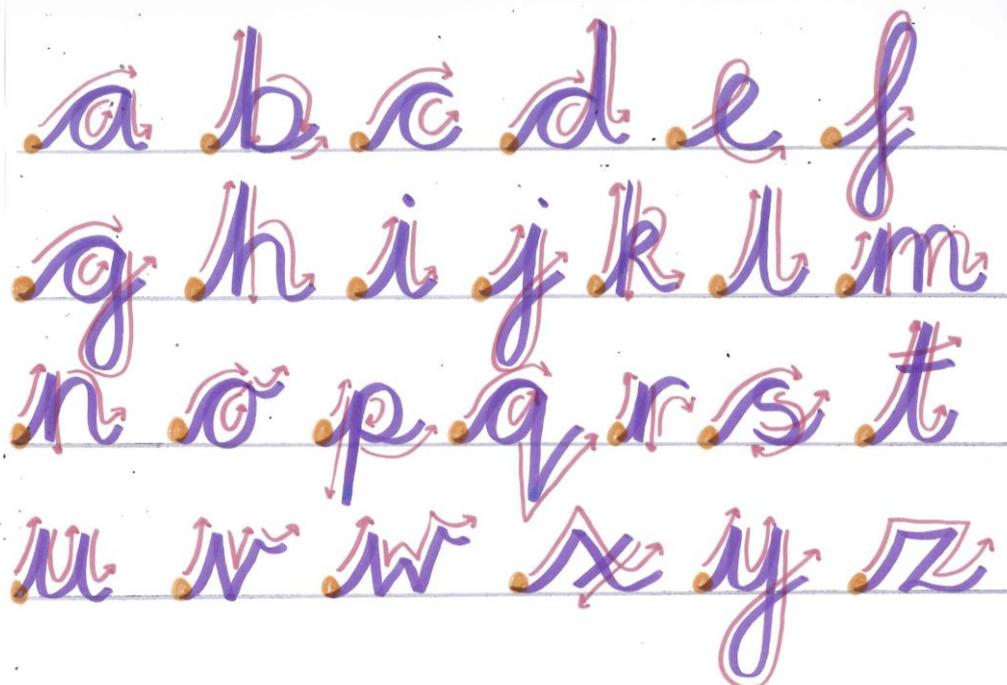
Children will be taught the letter sounds, names and shapes. The sequence of learning will follow the 'Letters and Sounds' phonic sequence currently being used. Children will be taught the use of capital letters for names and beginnings of sentences. They will not be taught to print in capital letters.

Year 1 Criteria To Be Satisfied - from the 2014 National Curriculum:

Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting 'families' (ie letters that are formed in similar ways) and practise these

Children in Year 1 will begin to learn letter formation using instrokes, and start to join their handwriting if they are ready. Cursive forms for letters will be taught as follows.



Year 2 Criteria To Be Satisfied - from the 2014 National Curriculum:

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Date: March 2017

Review: March 2019



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Pupils should be taught to:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- write capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters
- use spacing between words that reflects the size of the letters.

Year 3 and 4 Criteria To Be Satisfied - from the 2014 National Curriculum:

Pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting, [for example, by ensuring that the downstrokes of letters are parallel and equidistant, and that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch]

Year 5 and 6 Criteria To Be Satisfied - from the 2014 National Curriculum:

Pupils should be taught to:

- write legibly, fluently and with increasing speed by:
 - choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
 - choosing the writing implement that is best suited for a task

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Capital Letters

It has been decided that the capital letters will be conventional.

The mid point of the B and joint of the R, X and Y, as well as the height of the mid point of the M and W, should be a constant height, ie half the height of the capital letters.

No capitals are to join the following letter.



Handwriting in Ink

Children start writing with a pen when the teacher feels the child is ready. This is on an individual basis and is personal to the child's ability and progress. It is expected that by Year 5 all children in Key Stage 2 are writing in pen some of the time, and by Year 6 have found a style and pen with which they are confident.

Our aim is to produce a neat, cursive handwriting style which is consistent, fluent and fast. This will allow the development of the imaginative written work to take place without being impeded by the mechanics of handwriting. Children's confidence in writing will, hopefully, improve allied with spelling and word skills, therefore improving their linguistic achievement.

Staff Handwriting

When writing in children's books, on interactive whiteboards and flipcharts, members of staff will model the handwriting as in this policy.