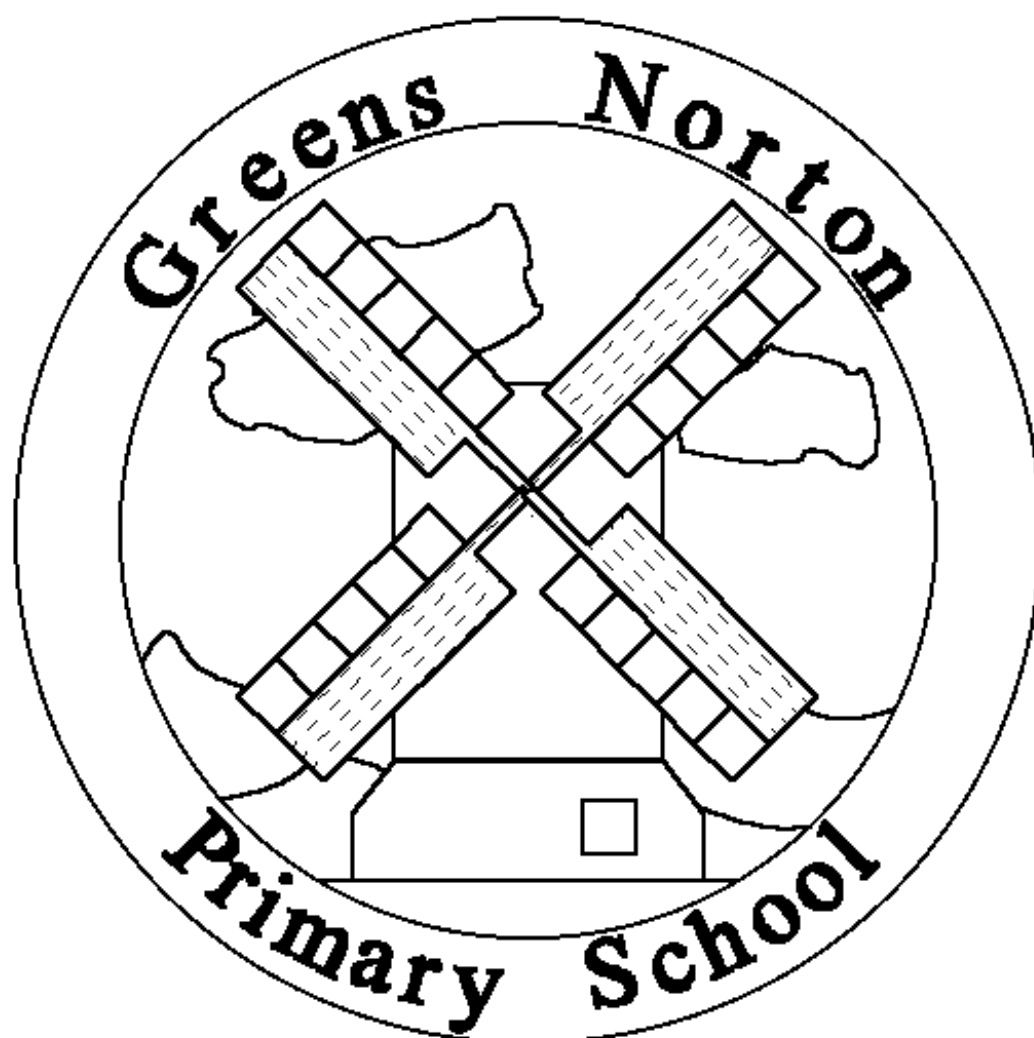


# Greens Norton C of E Primary School



## The Policy Statement for Handwriting

Approved by

## **Introduction**

This section of the policy outlines the purpose, nature and management of the teaching of handwriting in our school, and should be read in conjunction with the policies on writing and spelling.

When communicating ideas in writing it is important that children use a handwriting style which is neat and legible.

The importance of handwriting should not be under-estimated. It is vital that children can write quickly, comfortably and legibly as it is a skill needed in many curriculum areas. Children's self-esteem is also heightened when they are able to take pride in their handwriting.

## **Aims**

The following aims apply to all children regardless of factors such as gender, race, religion or background.

Teaching of handwriting aims to ensure that:

- children have a positive attitude to handwriting
- children understand the need to develop a good handwriting style
- children hold writing implements correctly
- children achieve a script which can be read easily
- children develop a fluent, joined handwriting style
- children at Key Stage 2 are aware that they need to balance speed and neatness to achieve a writing style appropriate to a task

## **Implementation**

The National curriculum programmes of study and the National Literacy Strategy form the content of the school curriculum for the teaching of handwriting and the objectives and activities the children undertake are planned from these sources.

The implementation of this policy is the responsibility of all teaching staff and all teachers will be responsible for the planning and teaching of handwriting.

Shared and guided writing activities within the literacy hour will enable teachers to model letter formation and handwriting and provide children with opportunities to practise skills. Handwriting will also be taught in separate sessions to ensure it is given sufficient emphasis. Aspects of handwriting will be taught frequently on an on-going basis so that children receive reminders of the necessary skills required to be

successful in their ability to produce a good handwriting style. Children will be taught in their normal class groups.

### **Special Educational Needs**

Children with special needs in handwriting will be helped by appropriate teacher intervention. The particular needs of left-handed children will always be taken into consideration. Additional support and advice is available from our Special Needs Co-ordinator and specialist support is available from our IPS team.

Parents will be kept informed of the school's handwriting policy. At the annual meeting for the parents of pre-school children we will suggest ways in which parents can help in the development of handwriting skills.

Children at both key stages will have access to a range of writing tools and will be given guidance about which are best suited to their needs.

Children will be given opportunities to present written work for display and they will be encouraged to see the need for developing a neat, legible style.

At Key Stage 1 children should be taught to :

- hold a pencil correctly and adopt the correct posture when writing
- write from left to right and from top to bottom of the page
- start and finish letters correctly
- form regularly sized and shaped letters
- use regular spacing between letters and words
- be aware of the need for clear and neat presentation and appropriate lay-out
- take a pride in their written work

In Reception and Year One, children will be taught to use a printed style. They will be taught letter formation in stroke-related families and to write letters with exit strokes, so that In Year 2, when they are taught cursive script, they will have little difficulty in learning to join up letters.

Handwriting will also be closely linked with spelling so that the teaching of common letter strings will be taught in the context of handwriting.

'A Hand for Spelling' by Charles Cripps will be used to help forge the link between handwriting and spelling at Key Stage 1.

At Key Stage 2 children should:

- be given opportunities to continue to develop legible handwriting in both printed and cursive styles
- be encouraged to develop greater control and fluency
- be taught to use different forms of handwriting for different purposes e.g. print for labelling maps or diagrams; a clear, neat style for finished, presented work; a faster script for notes
- be encouraged to take pride in their written work and select appropriate styles of presentation

The Nelson handwriting scheme forms a basis for teaching handwriting at Key Stage 2.

Where appropriate, children experiencing difficulty with cursive writing will be taught an alternative style.

### **Resources**

A range of materials are made available to support the correct formation of letters. This includes appropriate pencils and handwriting pens, marker pens and wipe clean boards, tactile resources, chalks and chalk boards.

### **Assessment, Evidence and Record Keeping**

Assessments are made in line with the school's assessment policy.

Teachers will make on-going assessments of individual children's progress based on the evidence contained within their written work.

Evidence of children's achievements will be gained from SATs results, non-statutory QCA tests and from examples of their written work.

### **Bibliography**

This policy was formulated with reference to the National Curriculum, National Literacy Strategy, The Foundation Stage Curriculum, Developing Early Writing and N.I.A.S publications.

The school policy for handwriting reflects the consensus of opinion of the whole teaching staff and has the full agreement of the governing body. This revised policy was agreed at the meeting of governors on .....