



Wroxton CE Primary School Handwriting Policy

Introduction

At Wroxton CE Primary School we believe that the way children present their work is important in order to promote pride in their achievements.

We recognise that by developing a neat, legible and fluent handwriting style, children will be able to cope with the demands of their work and apply themselves confidently to increasingly complex written tasks as they progress through the school.

Aims for Handwriting

To encourage the children:

- to develop an effective pencil grip;
- to develop a handwriting style which is well executed and attractively presented;
- to develop accurately formed letters which are correctly orientated and of a consistent size;
- to develop a legible, fluent cursive style which, where appropriate, can be adapted to a range of skills.

Principles for the Teaching of Handwriting

Daily handwriting sessions will take place for all pupils in school. This work will be completed in standard lined books. (Distance between lines will vary depending on age group and skill)

In Foundation Stage, pupil should learn:

- To mark make and engage in pre-writing activities before starting to make individual letters.
- How to hold a pencil. For pupils who demonstrate difficulty in holding a pencil correctly, teachers may introduce triangular pencils or pencil grippers to encourage a better grip.
- Correct formation of individual letters using pre cursive script through phonics teaching.

In KS1, pupils should learn:

- How to hold a pencil effectively
- To write from left to right and top to bottom of a page
- To start and finish letters correctly
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower and upper-case letters
- How to join letters using entry and exit points

They should also know the importance of clear and neat presentation in order to communicate their meaning effectively.

In KS2, it is expected that pupils should:

- Write legibly in a fluent script.
- Use 'best' handwriting to present any written work.

Handwriting Style

It has been proven that there is a close link between spelling and handwriting. Therefore, the letter formation and style of handwriting taught Wroxton CE Primary School is based on a continuous cursive script. From FS2, children develop their handwriting skills in a style which ensures continuity and progression based on regular and irregular letter patterns.

Agreed Style

Pre-Cursive

abcdefghijklmnopqrstuvwxyz

Fully Cursive

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

A pupil, considered by the teacher to have achieved the following criteria for handwriting, will be awarded with a pen licence in assembly and presented with a handwriting pen both for school and to practise with at home. The individual must illustrate that he/she has:

- A comfortable and efficient pen / pencil grip
 - Consistently joined writing using correct style in extended pieces of writing (including Big Writing).
 - Correct letter formation and correct size of letters.
 - Correct spacing between words.
 - Ascenders and descenders are correctly positioned on the line
 - Practised using a pen with efficient results in handwriting practice.
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- They will then use a writing pen in all subjects except Numeracy.
 - In KS2, children will be provided with pens by the school to use in lessons.
 - Once a child has attained their pen licence, if presentation of work in pen does not meet the child's usual standard they can be given a point on their pen licence. Three points on a licence means that the child loses the pen licence and has to re-earn this.

Children Entering Wroxton CE (A) Primary School from an Alternative School

Children who arrive from another school who have been taught a style of handwriting which is different from ours, are encouraged to continue to use and improve their own style.

Print in School

Displays and labels around school will reflect a wide range of different styles of writing. This will be in both computer generated and hand written form.

All staff will use the school's adopted style of cursive script in their own writing, particularly when marking pupils' work and modelling writing.

Right Handed Children

- Children should sit comfortably on their seat, with both feet on the floor.
- Children should use a firm but comfortable grip.
- Paper should be angled to the left.
- Left hand should be placed at top of paper/book to steady it and to open the writing area.

Left Handed Children

- Children should sit comfortably on their seat on the outside edge of the table. The thumb and finger should grip the pencil/pen at a higher point in order to see the nib.
- Paper should be angled to the right.
- Right hand should be placed at top of paper/book to steady it and to open the writing area.

Policy agreed by staff September 2017