



## Handwriting Policy

Handwriting is a skill which, like reading and spelling, affects written communication across the curriculum. Children must be able to write with ease, speed and legibility. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns. Handwriting skills should be taught regularly and systematically through the use of our own Altofts Junior School script.

### Aims

At Altofts Juniors School our aims in teaching handwriting are that the pupils will:

- Achieve a neat, legible style with correctly formed letters in accordance with our chosen font.
- Develop flow and speed.
- Eventually produce the letters automatically and in their independent writing.

In order to achieve these aims, the following principles are followed:

### Teaching and Learning

- Children should experience coherence and continuity in learning and teaching across the School.
- Develop a recognition and appreciation of pattern and line and be given support in finding a comfortable grip.
- Understand the importance of clear and neat presentation in order to communicate meaning clearly.
- Encouraged to take pride in the presentation of their work and therefore study handwriting with a sense of enjoyment and achievement.
- Be supported in developing correct spelling quickly through a multi-sensory approach to handwriting.
- Shown how to be able to write quickly to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes.
- Encouraged use their skills with confidence and pride in real life situations.

### Knowledge, Skills and Understanding

The children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear, fluent style and by the end of Year 6 be able to adapt their handwriting for different purposes, such as: a neat, legible hand for finished, presented work, a faster script for note making and the ability to print for labelling diagrams etc.

## Provision for left-handed children

At least 10% of the population are left-handed, the majority of whom are boys. All teachers are aware of the specific needs of left-handed pupils and make appropriate provision:

- paper should be positioned to the left for right handed pupils and to the right for left handed pupils and slanted to suit the individual in either case;
- pencils should not be held too close to the point as this can interrupt pupils' line of vision;
- left-handed pupils should sit to the left of a right-handed child so that they are not competing for space;

Teachers are aware of the fact that it is very difficult for left-handed pupils to follow handwriting movements when a right-handed teacher models them. Teachers demonstrate to left-handers on an individual or group basis, even if the resulting writing is not neat. Left handed children who use pen may use a suitable pen that enables them to not smudge their work.

## Capital letters

Capital letters stand alone and are not joined to the next letter. Children must practice starting sentences and writing names using a capital letter and not joining the subsequent letter. This should be modelled by the teacher during all lessons.

## Inclusion

The vast majority of pupils are able to write legibly and fluently. However, some pupils need more support and provision will be made for this. Teachers of children whose handwriting is limited, by problems with fine motor skills, should liaise with the SENCO to develop a programme designed for the individual child.

## Assessment

A uniformed handwriting style should be consistent throughout the school; this will be evident on display boards and in book scrutinies.

## The Role of Parents/Carers

Parents/Carers are made aware of our agreed handwriting style and encouraged to practice this with their children at home.

## Pen Licences

In years 3 and 4, the teacher will use their discretion to award pupils with neat, joined handwriting, who follow the school's policy, a pen licence. This allows them to write in pen in all lessons apart from maths and when required to draw.

In year 5, all children are given a pen. However, the class teacher may use their discretion to select children to write in pencil for a short period before moving on to pen.

## Line Guides

When copying up work for display, children will use the narrow lines (4mm) as a guide for their writing. This should be done once a half term.



## Letter Formation

a A b B c C d D e E f F g G

h H i I j J k K l L m M n N

o O p P q Q r R s S t T u U

v V w W x X y Y z Z

0 1 2 3 4 5 6 7 8 9



