

Rendell Primary School Handwriting Policy

At Rendell Primary School we believe that neat, well-formed handwriting and the presentation of written work helps to raise standards. In addition, pupils should take pride and have a sense of ownership in their work. We use 'Cursive script' as our handwriting scheme which enables children to develop an independent, mature style of joined handwriting which should be used across the curriculum.

Aims of the handwriting policy:

- To raise standards in writing across the school
- To have a consistent approach across Early Years Foundation Stage (EYFS), Key Stage One (KS1) and Key Stage Two (KS2) when teaching handwriting and presentation of work throughout the school, leading to fully cursive writing, for most pupils by LKS2.
- Pupils to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Pupils to develop fluency and speed whilst writing, so that eventually the pupils are able to write the letters with confidence and correct orientation in their independent writing.
- We use 'Cursive script' as our handwriting scheme which enables children to develop an independent, mature style of joined handwriting.

Teaching and Learning

Handwriting is taught regularly through short, focused sessions and may be linked with other areas, e.g. spelling, grammar and phonics.

EYFS

The emphasis at this stage is with movement, fine motor skill development and hand-eye coordination using a range of activities (such as jigsaws, threading, cutting and manipulating 'small world' equipment) and resources to support this (such as finger gym). Letter formation (starting at the right entry point and then moving in the right direction) learned at this early stage becomes automatic and has a profound influence on later fluency and legibility.

KS1

To aid movement, close attention is given to pencil grip, correct posture, the positioning of the paper and the organisation of the writing space. Teachers are vigilant in ensuring that bad habits do not become ingrained and that the specific needs of left-handed pupils (for example, additional tracking and tracing of letters at the pre-writing stage) and those with special educational needs are met. Building on the foundation stage, pupils in KS1 develop a legible style. Correct letter formation with the use of lead ins and relevant letter sizes are taught.

KS2

The target for pupils in KS2 is to produce a fluent, consistently formed style of full cursive handwriting with equal spacing between the letters and words. Pupils will have regular handwriting sessions using appropriate resources. To encourage maintaining fluent cursive script, children will work towards the following awards: bronze, silver and gold. Once children have reached these awards they will be provided specific handwriting pens which will be used to complete the majority of written work. Pencils will be used in mathematics or for drawing and completion of diagrams.

Handwriting Awards

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Once children have secured a cursive style of handwriting they will be awarded a with the appropriate pen.

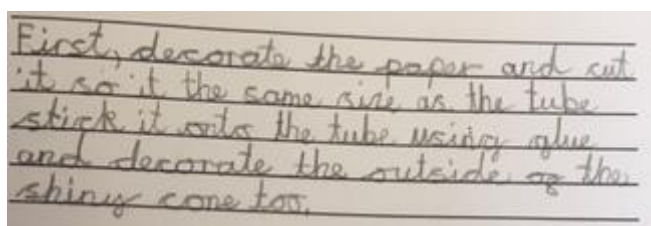
The criterion for the appropriate level of pen is as follows:

L1

- Writing is joined.
- All letters are formed correctly with clear descenders and ascenders which are mainly consistent and in a legible size.
- Form digits 0-9 correctly.
- All capital letters and lower case letters are clear and used correctly.
- All letters are written on the one line with regular spaces between words.
- All work is correctly laid out with the date and Learning Objective.
- Titles use capital letters correctly.
- All written work starts from the right place on the page.
- Illustrations are drawn in pencil and neatly coloured where needed.



When pupils are achieving Level 1 handwriting, they will be provided with an *Edding Handwriter* pen which they will be expected to use across the curriculum.

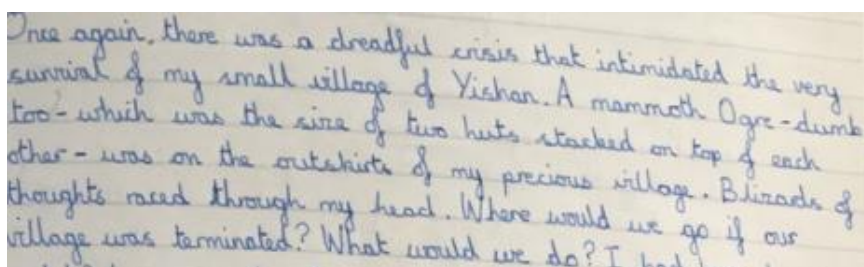


Level 2

- All of the above.
- Letters are consistent in size and direction.
- Punctuation is the correct size in relation to the text.
- The writer writes with fluidity and at good pace.
- Any mistakes are crossed out with one neat line.
- Most words begin with lead-ins.
- Children begin to show personal style to their writing.
- Children are able to use this writing during all subjects.



When pupils are working at level 2, they will be provided with a *Manuscript Handwriting* pen which they will be expected to use across the curriculum.





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Posture

It is essential that children adopt a posture that allows for neat, well-formed handwriting. This includes chairs and desks within classrooms which are to be matched to pupils' age and height whilst pupils' backs should be straight and feet resting on the floor.

Monitoring and Evaluation

Regular monitoring of handwriting and presentation will be undertaken by the class teacher on an on-going basis. The English Coordinator will carry out regular work scrutiny and presentation will be addressed during phase monitoring. When undertaking scrutiny, coordinators and senior leaders will monitor all subjects for neat presentation and the use of cursive script.

Policy created by: Mrs Rixon-Fox (English coordinator)