



STANBRIDGE LOWER SCHOOL

Handwriting Policy

Reviewed March 2021

1. Rationale

1.1 At Stanbridge it is our policy to introduce writing as a means of written communication, emphasising correct letter and number formation.

1.2 We aim to encourage our pupils to work towards joined up handwriting and the development of a free flowing style, of which they will be suitably proud.

2. Aims

2.1 To know the importance of clear and neat presentation in order to communicate meaning effectively.

2.2 To write legibly in both joined and continuous cursive styles with increasing fluency and speed by

- Having a correct pencil grip.
- Forming all letters and numbers correctly.
- Being comfortable with the handwriting system and using pencils/pens correctly to produce accurately formed letters and words.
- Keeping the pencil on the paper as long as possible to develop uninterrupted flow in writing.
- In KS1: Knowing all letters start on the line using a continuous cursive handwriting style
- Year 2 children will begin joining letters from the Autumn term
- Handwriting shall be taught three times a week in 15 minute sessions.
- In KS2:
- Knowing the importance of the correct spacing between words
- Teachers will continue to teach the joining of letters.
- Older children will be using neat joined, stylised writing
- Practising handwriting regularly
- Handwriting shall be taught three times a week in 15 minute sessions.

3.Implementation

Pre-School

In Pre-School the children will develop their early handwriting skills by being given plenty of opportunities to mark make with a variety of writing tools. They will produce writing patterns, write in the sand tray, thread laces, paint, model in clay, draw, trace their names and indulge in many more activities that will help to develop their hand control.

They will use the pattern making activity sheets from the scheme as an extra resource.

Foundation Stage

In the foundation stage the children will continue to develop their handwriting skills by being given more opportunities to mark make with appropriate writing tools.

They will continue to produce writing patterns, write in the sand tray, thread laces, paint, model in clay, draw, trace their names and many more activities that will help to develop their hand control. They will be encouraged to develop an efficient, tripod pencil grip and form letters and numbers correctly.

The children will begin by under-writing and then progress to copying letters and numbers from a whiteboard for example. Children will work in books with plain pages at this stage.

Children should have opportunities to write on white boards daily as part of the three-daily phonics sessions.

They will use the continuous cursive style of handwriting individual letters.

Year One

Any of the above activities that remain appropriate to the child's stage of development. As every letter, or group of letters, become the focus for teaching, homework will be set to further practise the formation. Handwriting sheets from the scheme will be used to support letter formation. Less able writers will use lined handwriting books without guidelines, and more able children will use red handwriting books with guidelines.

Children should have opportunities to write on white boards daily as part of the three-daily phonics sessions.

Year Two

The children will continue to practise the correct formation of ascenders and descenders, emphasis being placed on the regular size and position on the line of each letter. Children will be taught to join the letters of whole words to encourage flow and fluency. Children will begin to join their letters from the autumn term. Children will record their handwriting using purple books with guidelines.

The expectation is that children will endeavour to use joined handwriting in every writing task by the summer term.

Children should have opportunities to write on white boards daily as part of the three-daily phonics sessions.

Year Three

The children will continue to revise and reinforce the formation of letters and numbers. The expectation is that children will endeavour to use joined handwriting in every writing task. Correct letter heights, ascenders, descenders and spacing are stressed. The emphasis will be on building up speed, fluency and legibility through regular practise. The children will work towards recording their work in purple handwriting books with guidelines.

Children should have opportunities to write on white boards daily as part of the daily phonics/spelling sessions.

Year Four

The children will develop their skills by practising more difficult joins as and when appropriate. When the child is able to produce consistently neat joined handwriting, they will progress to using a pen. At this stage the children will be encouraged to develop their own cursive style.

Children should have opportunities to write on white boards daily as part of the daily phonics/spelling sessions.

4. Good Handwriting will be developed by:

- Having a designated writing corner
- Regular practice- three 15 minute sessions a week from Reception-Year 4
- Seeing letters formed correctly
- Forming letters correctly
- Tracing, copying, writing words, phrases, sentences and short poems
- Own free writing
- Copy writing
- Use paper for writing with lines of varying dimensions
- Joining whole words
- Illustrating, arranging writing with the whole presentation in mind
- Produce writing for display
- Teachers will follow the handwriting scheme found on www.teachhandwriting.co.uk
- Use the following style on 'teach handwriting' website- **Route D, Choice 3.**

5. School 'Joining' Policy

- Capital letters are not joined to other letters
- By the start of Y2 children should try to join all letters, depending upon ability
- The letter 'e' is not joined to the following letters; o, v, w, r, x
- Don't join letters following the letter 'r'.

Review Procedures

The schools policy will be reviewed when:

- 2 years has elapsed
- A new coordinator has been appointed
- There has been a significant change in staffing or pupil intake
- The school wishes to review the policy

Mrs Eve Forbes. Literacy Leader.

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.