



Handwriting Policy

Key Principles

The teaching of handwriting complements the process of writing. It is used systematically to support writing, particularly spelling, so that children develop a style of cursive handwriting, which is fluent, clear, legible, comfortable and efficient to suit the purpose required.

Cursive handwriting

- Each letter is formed without taking the pencil off the paper - and consequently, each word is formed in one, flowing movement.
- By making each letter in one movement, children's hands develop a 'physical memory' of it, making it easier to produce the correct shape.
- Because letters and words flow from left to right, children are less likely to reverse letters which are typically difficult (like b/d or p/q).
- There is a clearer distinction between capital letters and lower case.
- The continuous flow of writing ultimately improves speed and spelling.

In our school, we aim for:

- Pupils to develop a style of cursive handwriting as described above.
- A structured approach to teaching handwriting, linked to the teaching of phonics and spelling.
- Information for parents that includes the correct formation of letters.

In order to achieve our aims:

Handwriting will be taught throughout school, following the progression outlined below.

- **EYFS:** Correct posture for writing (left/right handed when ready); secure pencil grip; setting out writing on the page, using cursive script but printing letters.
- **Y1:** Secure EYFS learning; regular practise of letter formation beginning with 'c' letters; notice patterns in formation (letter families); practise joining letters and short words using the diagonal join and hook.
- **Y2:** Secure Y1 learning; regular practise of letter formation introducing the horizontal join; practise joining letters and known words using the diagonal and horizontal joins; expect high standards of presentation and consistently joining throughout writing.
- **Y3/4:** Secure Y2 learning; regular practise of letter formation and basic diagonal and horizontal joins; develop speed, accuracy and fluency in sentences; expect high standards of presentation throughout all writing.
- **Y5/6:** Secure Y3/4 learning; regular practise of letter formation and accurate joining of individual words; develop speed, accuracy and fluency in through longer sentences and short paragraphs; expect high standards of presentation throughout all writing.

- Handwriting is taught within English/spelling lessons, to link with phonics, spelling and shared writing, and in discrete sessions.
- Every classroom will have the letter formation on display.
- Teachers and teaching assistants will model correct letter formation in children's books, on the board and on display.
- During the Foundation Stage and KS1, there will be regular direct teaching of handwriting, with daily opportunities for practice - little and often, usually linked to phonics and key word spelling.
- During Key Stage 2, there will be a minimum of a weekly handwriting lesson.
- Children will also be taught the correct formation of numerals. This will be introduced in the Foundation Stage and reinforced throughout school.
- Handwriting pens will be introduced in Year 3 for children that can write in a neat cursive script. Children will begin each year with a pencil and will be given a pen license when their handwriting is at a suitable standard.

To evaluate our effectiveness:

- Handwriting and presentation will be continually evaluated through our marking and feedback of all work.
- Writing trackers provide details on handwriting to support teachers in identifying the next steps in learning and teaching focus.
- Regular book trawls will monitor standards and progress in handwriting.
- The subject leader will produce an annual report on standards of writing across the school and key issues for development, which will include handwriting. The report will go into the *Governors' Teaching and Learning Committee* and feed into the *School Improvement Plan*.

Writing subject leader, Kate Osborn

Signed _____ (*Chair of Governors*)

Signed _____ (*Headteacher*)