



## Handwriting Policy

### **OBJECTIVES:**

- To know the formation of each letter of the alphabet.
- To know the join for each letter of the alphabet.
- To know how to join each letter to the next in a word.
- To ensure there is a consistent expectation of handwriting across the school and when it is taught.

### **AIMS:**

- To improve the standard of handwriting across the school.

### **HOW ARE WE GOING TO DO IT?**

- Handwriting books are to be used - 1 per child.
- Hand and finger warm-ups to be used prior to handwriting activity.
- Writing is formed on the lines as per Example 1.
- All children will use a pencil to start with.
- Children will be taught how to sit at their table, position their paper/book and how to hold a pencil/pen correctly.
- Be aware of left and right-handed writers and ensure they are seated appropriately so they do not obstruct each other.
- Handwriting sessions will be timetabled for a minimum of 2x per week, 10 minutes per session, and for all classes. Activities chosen to meet the children's needs and ability. (Reception may begin as gross/fine motor activities depending on cohort needs.)
- By the end of Reception all children will be able to form all letters of the alphabet correctly.
- By the end of Year 1 all children will be able to correctly form all the letters of the alphabet, including the join. See Example 2 for letter formation and joins.
- In Year 2, recap letter formation and joins (autumn term) and by the end of spring term all children will be able to correctly join letters in a word. See Example 3 for all joins.
- By the end of Year 3 all children will have a neat, cursive style of handwriting which is legible.
- Agreed common progression for terminology for handwriting, e.g. heights of the letters will be agreed. KS1 to use: up to the sky, onto the grass and down to the mud for letter formation and ascender and descender. KS2 to use ascender and descender. In Year 3 some transition between the two may be required.



- Pen licences (Blue Berol Handwriting Pens) will be awarded for those children who demonstrate the ability to apply learned handwriting skills to their independent work and on a consistent basis. This does not include jottings in Magpie Books.
- Pen licences can be, and should be, revoked if the child chooses to produce work (after 2 reminders) which is below their best and does not demonstrate learned handwriting skills.
- All staff to be aware that the font being chosen for displays, worksheets, etc. should best represent our handwriting policy. However, consideration will need to be made of fonts chosen to support children with particular writing needs, e.g. dyslexia.

All staff must model the agreed handwriting style, e.g. marking.