**BROOKSIDE PRIMARY**

**SCHOOL**

**HANDWRITING**

**POLICY**

**Updated: Janaury 2023**

**Approved by the Governors: \_\_\_\_2023**

**Aims**

**Our pupils are taught to:**

* Write legibly in both joined and printed styles.
* To use different forms of handwriting for different purposed e.g. Print for labels, maps, diagrams.
* To use neat, joined handwriting for finished, presented work
* A faster script for note-taking.

**Principles**

* The Nelson handwriting scheme is used throughout the school, starting in Reception.
* Prior to this, pupils in Nursery are taught the correct letter formations and orientations using the RWI phonic resources.
* All teaching personnel will use the Nelson style while modelling on whiteboards/interactive whiteboards across the curriculum and when marking. TA’s receive training when required.
* All work in pupil workbooks must be supervised and mistakes corrected.
* Pupils will use pencils of appropriate sizes, moving as swiftly as possible from tripod grip pencils to standard (hexagonal) pencils.
* Pencil grips may be used where necessary for pupils with SEN.
* The correct tripod grip e.g.thumb opposing the first two fingers is taught from Nursery onwards.
* Pupils are encouraged to use their “dominant” hand and those with cross laterality are carefully observed and a choice of dominant hand suggested.
* Pupils may progress to use of fine black Berol handwriting pens, at the discretion of the class teacher.
* Nelson handwriting aide memoires are displayed in every classroom.
* Every class is equipped with the Nelson Handwriting Pupil books and/or Workbooks and the Nelson Interactive teaching CD.

**Expectations:**

**Reception**

* to use a comfortable and efficient pencil grip, the correct posture, the positioning of the paper and the organisation of the writing space.
* to produce a controlled line which supports letter formation.

* to write letters using the correct sequence of movements e.g. (starting at the right entry point and then moving in the right direction
* to practise handwriting in conjunction with the phonic and spelling patterns being taught in Read, Write Inc and Literacy and Language.
* Children will be taught discretely using the Nelson Blue Level materials.

**Year 1**

**Children should be taught to:**

* sit correctly at a table, holding a pencil comfortably and correctly.
* begin to form lower case letters in the correct direction, starting and finishing in the right place
* form capital letters
* from digits 0-9
* understand which letters belong to which handwriting “families” (i.e. letters that are formed in similar ways) and to practise these.
* to practise handwriting in conjunction with the phonic and spelling patterns being taught in Read, Write Inc.
* Children will also be taught discretely using the Nelson Red Level materials.

**Year 2**

**Children should be taught to:**

* form lower case letters of the correct size relative to one another.
* start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
* write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
* use spacing between words that reflects the size of the letters.
* to practise handwriting in conjunction with the phonic and spelling patterns being taught in Read, Write Inc and Literacy and Language.

Children will also be taught discretely using the Nelson Yellow level materials

**Years 3 and 4**

**Children should be taught to:**

* use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one
* another, are best left unjoined.
* increase the legibility, consistency and quality of their handwriting (for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders do not touch.
* to practise handwriting in conjunction with the phonic and spelling patterns being taught in Read, Write Inc and Literacy and Language.

Children will also be taught discretely using the Nelson Orange Level materials.

**Years 5 and 6**

**Children will be taught to:**

* write legibly, fluently and with increasing speed by:
* choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters.
* choosing the writing implement that is best suited to the task.

**Time allocation**

Foundation and KS1 children are taught daily handwriting skills during Read, Write Inc. sessions.

KS1 children also benefit from discrete daily handwriting sessions using the Nelson Handwriting scheme of work.

KS2 children have one discrete handwriting session using the Nelson Handwriting scheme of work.