

*Opening up the world for our
children and families*



Handwriting Policy

Date: December 2020

Review: December 2022

Opening up the world for our children and families

Intent

At Burrowmoor Primary school, our aim is that our children develop and maintain a sense of pride in their presentation in all books as they develop their continuous cursive handwriting style. We use the Letter-join programme as the basis of our handwriting policy and this covers all the requirements of the National Curriculum. The skills, knowledge and understanding gained will greatly contribute to the enhancement of our children's social and cultural capital as they apply the letterforms (cursive, printed or capital letters) in the appropriate context.

The teaching of Handwriting at Burrowmoor Primary School intends to provide opportunities for the children to:

- Understand the importance of clear and neat presentation and the need for different to help communicate meaning clearly.
- To open up the world beyond their immediate community by being able to communicate their meaning clearly.
- Broaden children's horizons by being able to communicate their meaning clearly.

Implementation

At Burrowmoor Primary School, we use the Letter-join programme as a basis to develop the children's continuous cursive handwriting style (see appendix 1).

EYFS

In Reception, the children are provided with activities that develop their fine motor skills such as mark making using a variety of resources and media.

Alongside the daily discrete phonic lessons that are taught every day for 20 minutes, the children are taught how to form the letters that are taught.

Year 1 and 2

Daily 15-minute Letter-Join lessons to cover:

- Gross and fine motor skills exercises.
- Cursive handwriting reinforcement, learning and practice.
- Numerals, capitals and printed letters: where and when to use, learning and practice.

Key Stage 2:

Twice weekly 30-minute Letter-Join lessons to cover:

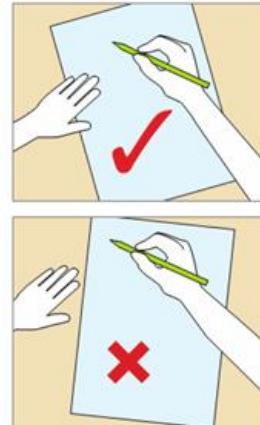
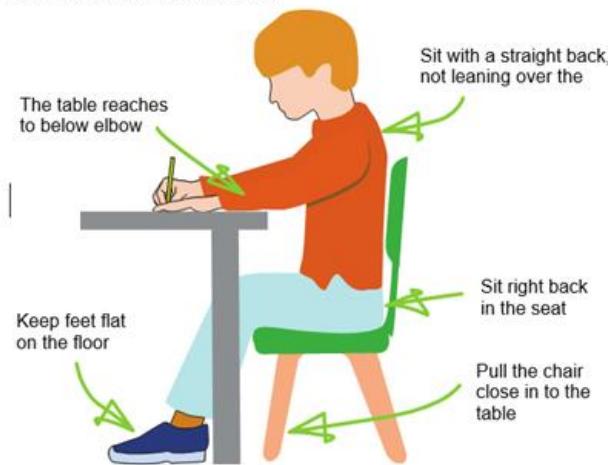
- Re-enforcement of cursive handwriting.
- Form-filling/labelling using printed and capital letters.
- Dictation exercises to teach the need for quick notes and speedy handwriting writing.

Correct Posture and Pencil Grip

The children will also be taught the correct posture and the correct way to hold their pencil. Both right and left handed children should be encouraged to use the tripod grip which allows the pen or pencil to be held securely whilst allowing controlled movements of the pen or pencil nib.

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

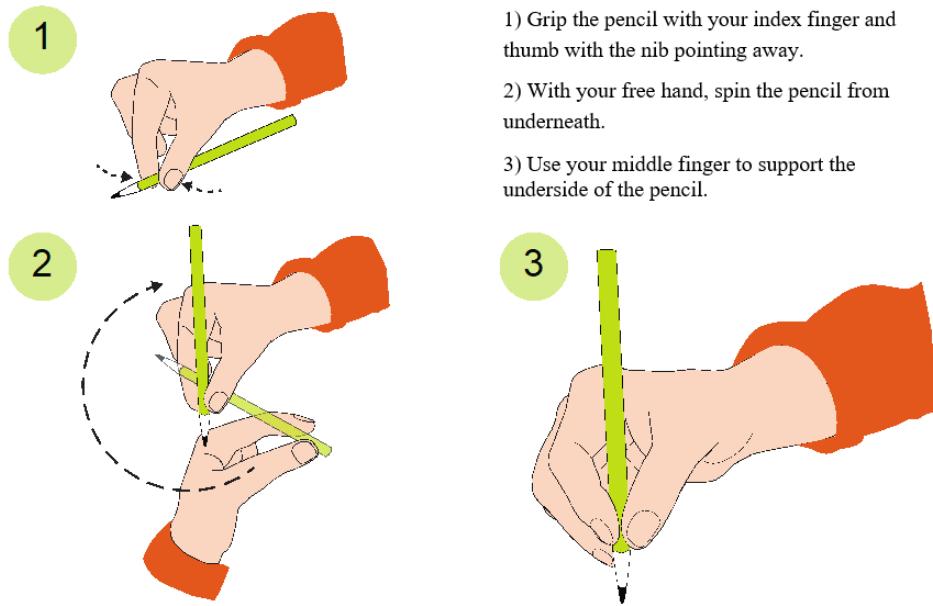
SITTING POSITION



Paper position for right-handed children

THE TRIPOD PENCIL GRIP

Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.



Inclusion

Children whose handwriting is limited by problems with fine motor skills, including left-handed children, and children with special educational needs, will be given support through the use of pencil grips to using an intervention programmes 'Speed Up' to help achieve their optimum handwriting level.

Pens and pencils

Children start handwriting using a pencil. Children transition to handwriting pens when the class teacher assesses their writing and they consistently write using fluent and legible continuous cursive handwriting. The children will be formally given a pen licence and a black pen which is theirs to keep and use in their books.

Marking and Feedback

Marking and feedback is regular, including live-marking. This helps children to understand where they have been successfully and what their next steps are. Any common mistakes are addressed and picked up in the next lesson either whole class, in small groups or individually.

Moderation

Handwriting is moderated internally across year groups by teachers and Phase Leaders, across school by the English team, by the Trust through book scrutiny. Writing is externally moderated in local hubs and within the Trust teams and handwriting will be one aspect they will look at to ensure that our judgements are sound and in line with Government expectations.

Impact

Children will write legibly, fluently and with increasing speed in continuous cursive handwriting using the appropriate joins.

Appendix 1

Cursive Lower Case Letters

a b c d e
f g h i j k
l m n o p
q r s t u
v w x y z

Capital Letters

A B C D E
F G H I J K
L M N O P
Q R S T U
V W X Y Z

Numbers

0 1 2 3 4

5 6 7 8 9

+ - × ÷ =

() # % &

@ / £ \$ €