

Handuriting Policy 2022-2023



# Handwriting Policy

At Grange Junior School we are very proud of our pupil's handwriting and take particular care in our handwriting style. We use Letter-join's on-line handwriting resource and Lesson Planners as the basis of our handwriting policy as it covers all the requirements of the National Curriculum.

### Objective

Handwriting is a basic skill that influences the quality of work throughout the curriculum. By the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

## Aims:

- To develop a reat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



## Expectations

All teaching staff are encouraged to model the cursive style of handwriting chosen for each year group in our school in all their handwriting, whether on whiteboards, displays or in pupils' books.

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

# Every Time I Write Non-Negotiables

- All children will begin their handwriting journey in pencil.
- Capital letters will not be joined to the remainder of the word.
- We used Letter-Join Plus 4 font which includes lead ins.
- Ascenders and descenders must be clearly formed at a sensible size in relation to the rest of the letters. All letters must sit on the base line.
- All letters must be evenly sized and spaced.

- All words must be spaced evenly apart.
- Pencils must be sharp at all times. Children should not be using a blunt pencil to write.
- Where a mistake has been made, a ruler line will be used to cross out the mistake.

## Handwriting frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out regularly and systematically to ensure Key Stage targets are met.

### Pens and pencils

Children will start handwriting using a soft pencil. When fine motor skills have been established a handwriting pen can be used.

### Inclusion

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place. Letter-join's Lesson Planners all include differentiation activities for extra practice/challenge.



# Key Stage Teaching

## Lower Key Stage 2: Years 3 and 4

Handwriting lessons will continue twice a week in Lower Key Stage 2.

Lesson Planner Module 4 for Year 3 is targeted at children in lower KS2 where pupils should be using a cursive style throughout their independent writing in all subjects, helping to refine their handwriting in line with the requirements of each lesson. This module covers topics such as dictation, double letters, number vocabulary, palindromes, tongue twisters, MFL (French and Spanish), onomatopoeia, simile and statutory spellings.

Completion of Module 4 should ensure improvement in the legibility, consistency and quality of the children's handwriting through a variety of resources which link handwriting to other areas of the curriculum.





Lesson Planner Module 5 for Year 4 focuses on using handwriting practice to support other subjects in the curriculum and, at the same time, builds on fluency and consistency. This module aims to promote meaningful links with other subjects such as English, maths, science, geography, French and Spanish. Making such links enables children to apply the skills they are learning in context and also provides depth to the curriculum.

Learners will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.

On concluding this module, children will have practised applying sizeappropriate handwriting to all areas of the curriculum whilst maintaining fluency and legibility.

# Upper Key Stage 2: Years 5 and 6

More advanced handwriting techniques will be taught during two weekly lessons:

- reinforcing cursive handwriting across the curriculum
- form-filling/labelling using printed and capital letters.
- dictation exercises promoting quick note-taking and speedy handwriting writing skills
- KS2 SATs SPaG practice

Lesson Planner Module 6 for Year 5 continues to build on combining fluent handwriting with other subjects across the curriculum.

In this module, learners will have plenty of opportunity to develop the stamina and skills to write at length, with accurate spelling and punctuation. With Letter-join's wide range of resources they will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects.

On completing this module, children should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

Lesson Planner Module 7 Year 6 presents learners with a range of tasks where they have to decide on an appropriate style of handwriting. Promoting speedy, fluent writing continues to be a strong feature. Challenging dictation exercises will refine pupils' revising and checking skills as well as boosting their handwriting speed, stamina and fluency. A range of curriculum-based worksheets will give pupils the opportunity to practise writing at length.

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ord of the We		nous
ite this week's word	six troos:	
precarious	precarious	precarious
precarious	precarious	precarious
a dictionary to find	the definition of this v	week's word :
		is not safe and
intering to fall	off or fall over.	
te some synonyms	of this week's word:	
insecure	risky	hagardous
treacherous	unsafe	hagardous dangerous
ite some antonyms o	of this week's word:	
safe	Arred	strong
secure	protected	stable
ite a sentence using	this week's word :	
		akar a ƙasa
	a precarious po off edge is precar	
	hat precarious, of	
		a ideaer precarious situation.
The suranded of	under was in a	precanous situation.





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ESSON	Activities			
463	<ul> <li>Explain to the children that personification is when you give an animal or object qualities or feelings that only a human can have.</li> </ul>			
	<ul> <li>Display Letter-join's Personification worksheet on the IMB. Read and discuss with the class the personification example sentences.</li> </ul>			
	+ Inute children to make on their nen examples of personification.			
	Complete     handwritin			
464	• Display Le	Nene Date		
	· Explain to	Personification		
	and stami	Personalization is when you give an anamal or object deallities or teelings that only a human can base.		
	<ul> <li>Insite indition</li> </ul>			
	· Destinal	The more ploged hule and auth such the stands. She was authined by the angry second.		
	workshee	The warm, printing an smalled down on set		
	Proof real	The size impression and patterned when it shorted.		
	Explore	Romer Louis Recentage where a poets in 1995 colline. The shad to the extent, the state was permutikate to describe how the word sings, black and calls like a former. Court this poets is you have been form the		

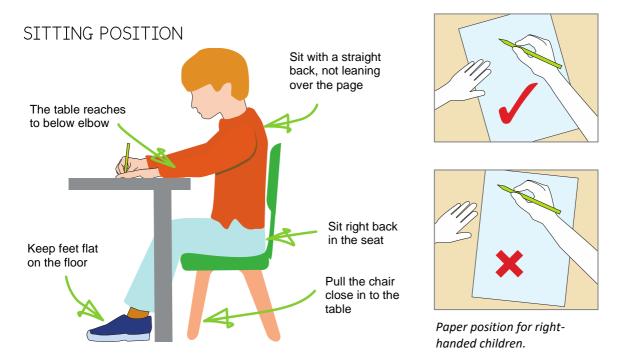
Module 7 also contains a series of worksheets to aid KS2 SATs SPaG revision. They are designed to support year 6 pupils in meeting expected standards for spelling, punctuation and grammar, with lots of SPaG preparation and plenty of handwriting practice.

By the end of this module, children should be able to adapt their handwriting for a range of tasks and purposes and to create different effects. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes, a final handwritten version, an un-joined style or capital letters. All of these writing styles are covered in this module.

lame:	Date:		
Spelling 1			
Words ending in		ious	
Losis	Trace	Copy	Cover and write
delicious	delicious	delicions	delicious.
precious	preciais	precious.	preciois
conscious	conscious.	concious	concious.
spacious	spacinus	Apaciou	Spacious .
Nicious	Ancieus.	vician	incious
suspicious	Auspieime.	suspicións	suspicious
infectious	infortine.	infections	infections.
cautious	continue.	cautions	caution
ambitious	aubilidus.	ambitious	ambition
scrumptions	sourphous	scrumptions	scrumptiona
superstitious	superstitions	sucorititions	Superstitions
nutritious	nutritarias	nutritions	nutritions.
		is many of these word	
I was sus	upicious labs	out the nut	ucious meal bein
healthy be	course it u	ras recelly s	comptions. I
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got quite	MICLOUP IN	men + ask b	er the ingredient Land I was
INC MUCHUM	was really	spacious a	off who were

## Correct posture and pencil grip for handwriting

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

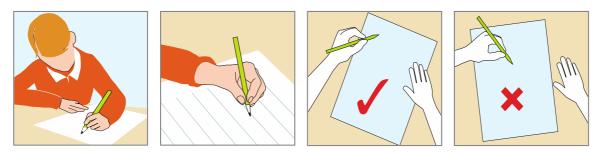


#### LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow the movements of right-handed teachers as they model letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.

• Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.



Paper position for left-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. We use the Tripod Grip Rhyme:

#### Right-handed pencil grip











Point away the pencil, Pinch it near the tip,

Lift if off the table,

Spin it round...

and grip.

#### Left-handed pencil grip











and grip.

Point away the pencil, Pinch it near the tip,

Lift if off the table,

Spin it round...



