

MOORFIELD PRIMARY SCHOOL



HANDWRITING POLICY

Term Of Staff Review:	Spring 2022
Reviewed & Approved By Governing Body:	
Committee:	Teaching and Learning
Term of Next Review:	Spring 2025

Inspiring Creative Learners for Exciting Futures

Introduction:

The purpose of this policy is to produce a consistent approach towards the handwriting and presentation of work at Moorfield Primary School. Quality presentation encourages children to work towards a high standard and take pride in every piece of work they produce. A consistent approach by all staff should enable pupils to leave primary school with a legible, fluent and cursive handwriting style.

Aims:

- To develop the correct pencil grip to ensure a comfortable hand.
- For all children to develop a handwriting style that is consistent in size, orientation and formation, leading into a joined style.
- For all children to develop a legible and comfortable handwriting style with increasing confidence, fluency and speed.
- To make provision for left handed children to develop free flowing writing.
- To make appropriate provision for any children with gross or fine motor skill difficulties.
- To teach children to write from left to right and top to bottom of a page.
- To become competent when using a range of writing implements.
- To acknowledge effort, celebrate achievement and value the written work of all pupils.
- To ensure that there is consistency and high standards in the presentation of work.
- To set consistent standards and raise expectations of all children.
- To support high quality teaching and learning.

We recognise that handwriting is a whole-school issue and that it is inextricably linked to the teaching of phonics and spelling. Handwriting is a skill that must be explicitly taught and practised regularly.

At Moorfield Primary School we follow the Martin Harvey method for teaching handwriting. This means that we do not follow a bought 'scheme'; rather we use a consistent approach of teaching handwriting throughout the school using Martin Harvey's guidelines and clear terminology.

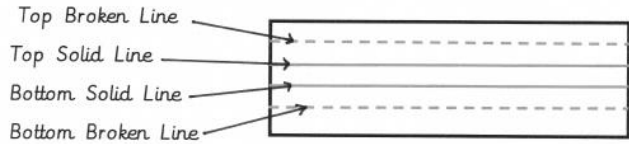
The approach progresses through the school with an emphasis being placed on the use of consistent language. Specific handwriting displays in each classroom will reflect the consistency of language and approach used throughout school.

Prior to a handwriting session, staff will ensure that the children are prepared to write by:

1. **Two hands.** Insist on children always using two hands when writing. *One hand to hold the paper and one hand to write with.*
2. **Six feet.** Children must always keep six feet on the floor. *Their own two feet and the chair's four feet.* This means that the child does not kneel or sit cross legged on the chair. Neither do they rock backwards or forwards on the chair.
3. **BBC.** Ensure that children always sit in the BBC position – *Bottom Back in Chair.* This means that they never sit with the chair sticking out and their bottom on the front edge of the chair.
4. **TNT.** *Tummy Near Table.* This ensures that the child is sitting with the body close to their work, instead of having to stretch forward to write.
5. **Paper position.** *The paper should be upright when the child is writing or at an angle not greater than 45 degrees.* When children turn their paper to an angle greater than this, it is often because the pencil is being held with the thumb in a position which blocks the child's view of the pencil point.

See Appendix A for classroom visuals to reinforce this.

During a handwriting session, staff will remind children of the following key elements of letter formation, the terminology used and where letters sit on the line by:



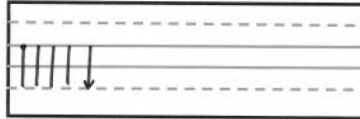
Short Lines



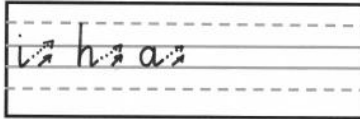
Tall Lines



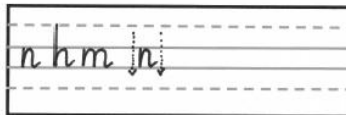
Tail Lines



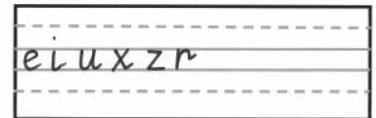
North-east Joining Line
 or
 Diagonal joining stroke



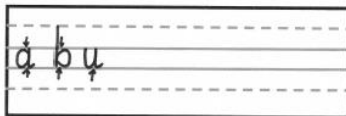
Narrow bridges



Small letters



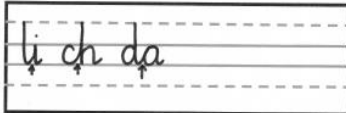
Letters with triangles



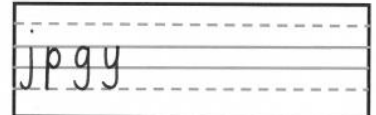
Tall letters



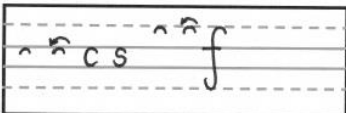
Joins with triangles



Tail letters



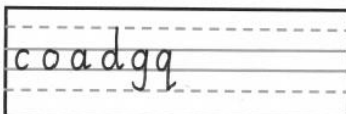
Coat hanger hooks



Narrow letters



Egg shapes in the coat hanger letters



Letters with sharp points



Shoe lace k



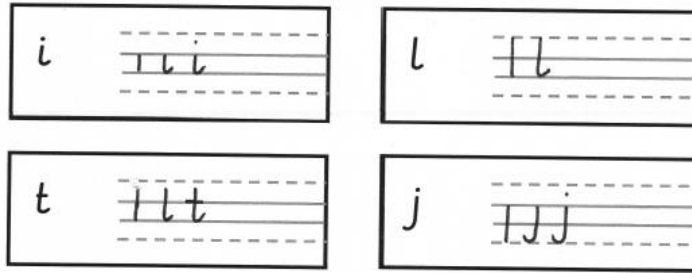
Narrow curved tails



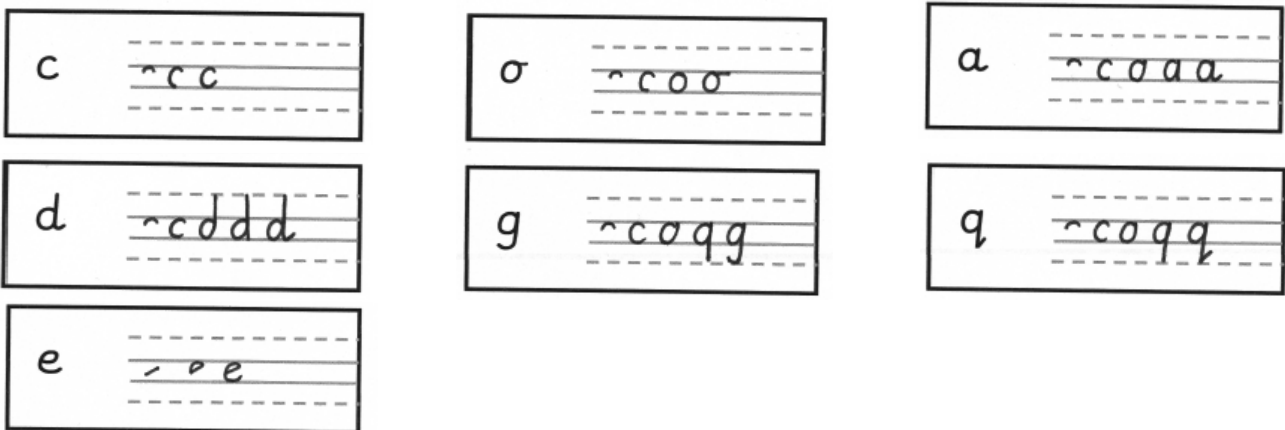
Single Letters

All staff will refer to the document 'Achieving Excellence in Handwriting' (see RM:Staff).

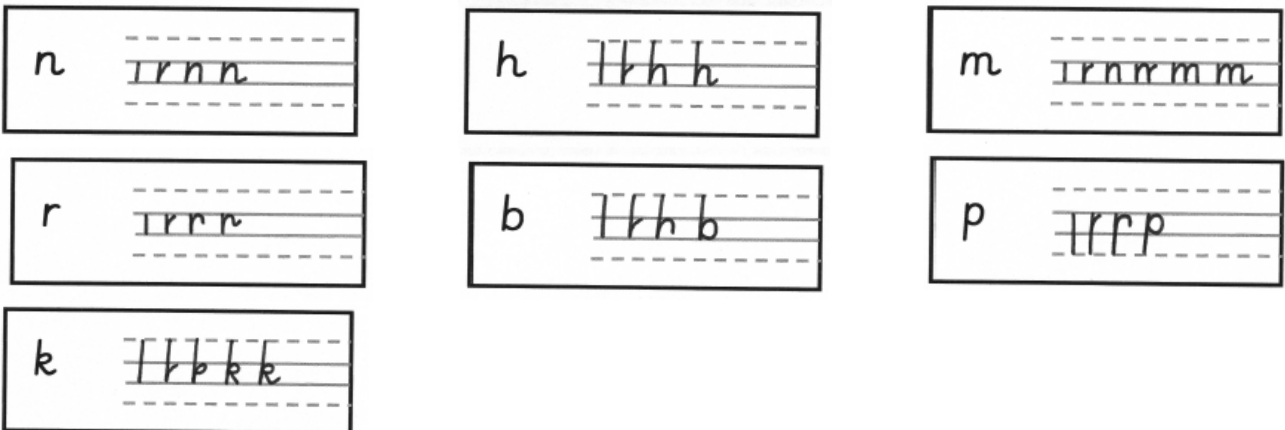
1. The Straight Line Family



2. The Coathanger Family



3. The Bridge Family



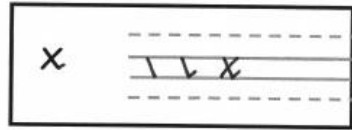
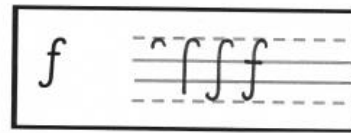
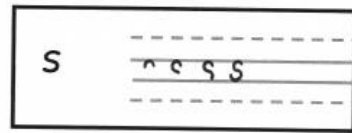
4. The Zig Zag Family



5. The Smile Family

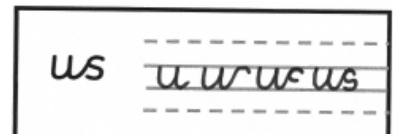
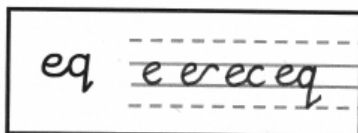
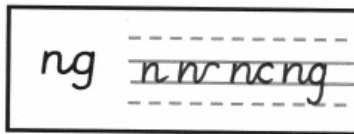
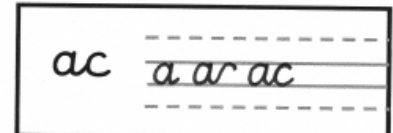
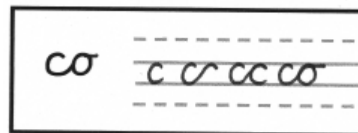
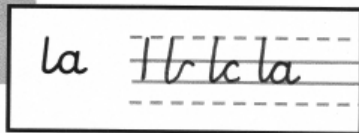


6. The Misfits!

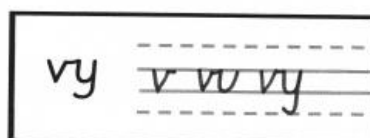
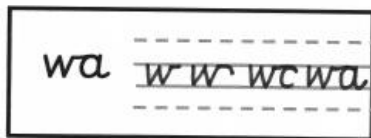
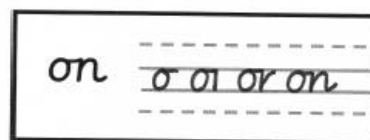
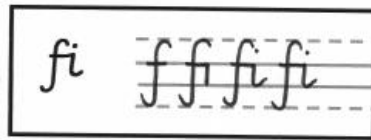


Joining Pairs of Letters

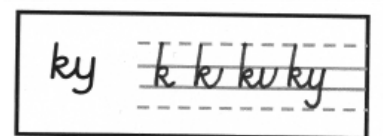
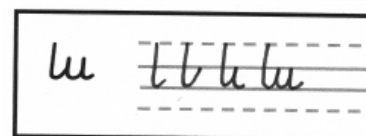
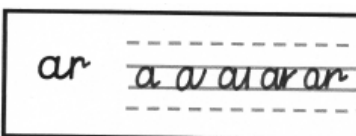
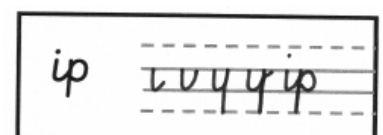
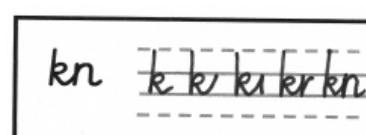
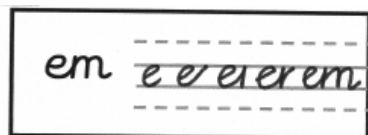
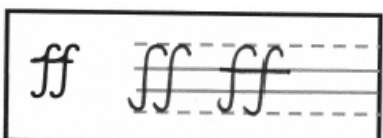
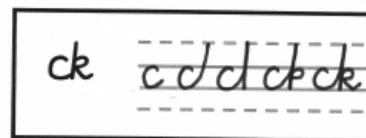
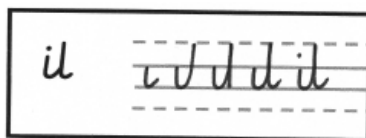
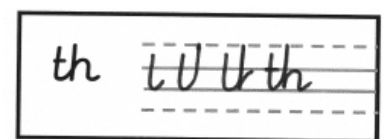
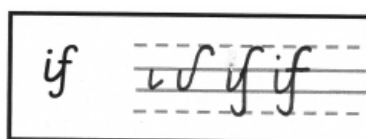
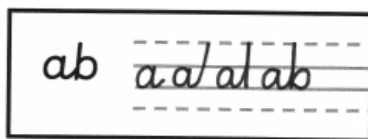
1. Up, over, stop, reverse

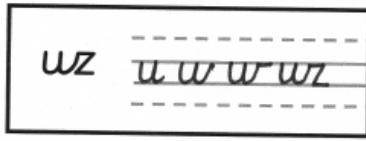
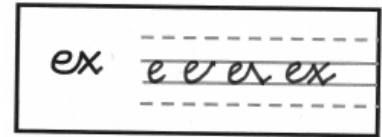
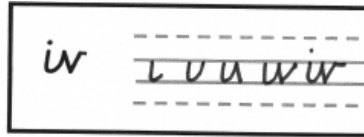
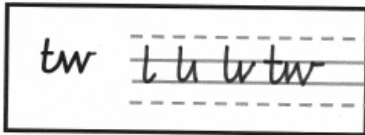


2. Join across the top

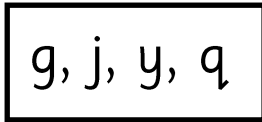


3. Joining from preceding letter

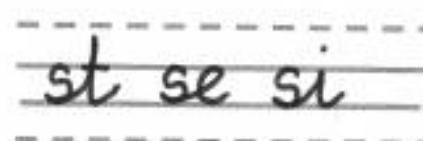
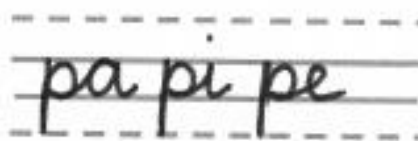
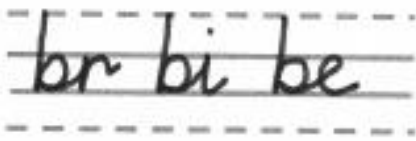




4. No join



5. Joining pairs of letters (option 2)



Structure and progression through school

EYFS/Kaleidoscope

On entry to EYFS, children will use a range of strategies to secure gross motor skills. As the children progress, any name writing or more 'formal' writing will be written on the large A4 landscape line guides and the children will be introduced to the correct terminology for the line guides and letter formation. (This will be subject to the individual child's rate of progress).

As the children progress, children ready for more formal writing, will continue to use the large A4 landscape line guides as appropriate. To ensure correct pencil grip and good fine motor skills, children will have regular practise of the activities in Martin Harvey's Fine Motor Skills document. See RMStaff.

Key Stage 1 and 2 (Kaleidoscope where appropriate)

Children in Years 1 to 6 will have a daily handwriting session (after morning break or lunch). Sessions will be no longer than 20 minutes and will always start with a warm up activity taken from the Achieving Excellence document. All teachers will model correct formation on the whiteboard using a coloured whiteboard pen (not black).

Handwriting practice will be on pre-printed guidelines (see below) and will be kept in the individual handwriting folders.

HW1 – Reception and Year 1

HW2 – Year 1 and Year 2

HW3 – Years 3 to 6

HW4 – For any children joining correctly and consistently

The expectation is for the short date to be written and for there to be half a page of practise each day.

Presentation Guidelines

Children will encounter a range of writing implements that encourage the development of fine motor skills. In Foundation Stage a variety of mark making equipment will be available for children to use and the correct pencil grip will be taught and reinforced across Foundation Stage and Year One.

In Key Stage 1 all children will use pencils. The correct pencil grip will be reinforced as necessary.

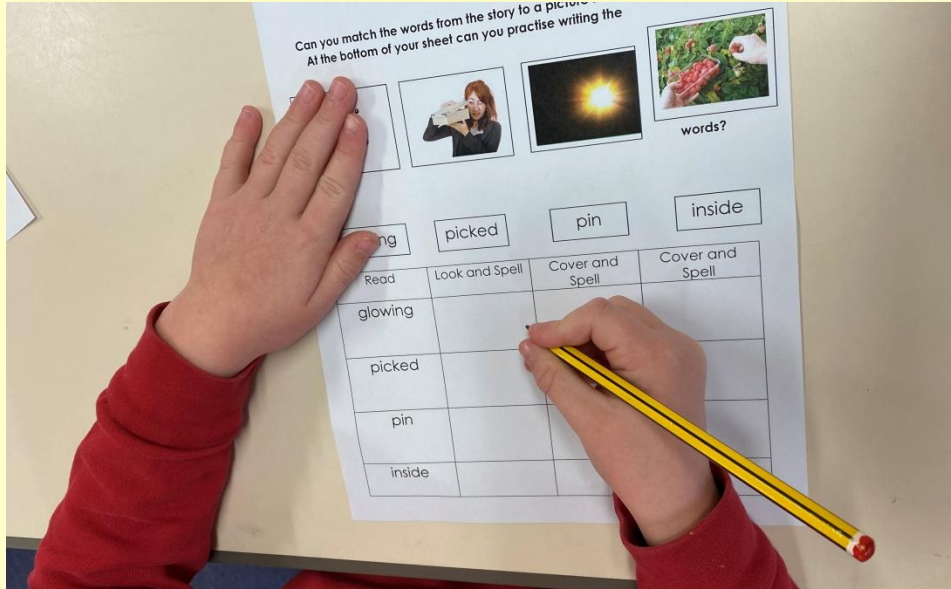
In Key Stage 2 all children will start with a pencil and progress to using a blue pen once all joins are continually formed correctly. Children will restart on pencils each year to ensure that presentation remains consistently high. Children will be awarded a 'Pen Licence' certificate for their year group. It is the responsibility of the teacher to ensure that adequate opportunities are given to support a fluent and consistent style of handwriting.

Pens must be fibre tip or free-flowing ink. No biros or felt pens should be used (apart from purple pen for editing and corrections).

Any mistakes should be crossed out neatly, using one line across the word. Rubbers will not be used. The use of Tippex is not permitted.

Revised and adopted by the Governing Body Spring 2022

Two hands



One hand to hold the paper and one hand to write with

Six Feet



Own two feet and the chair's four feet on the floor

BBC



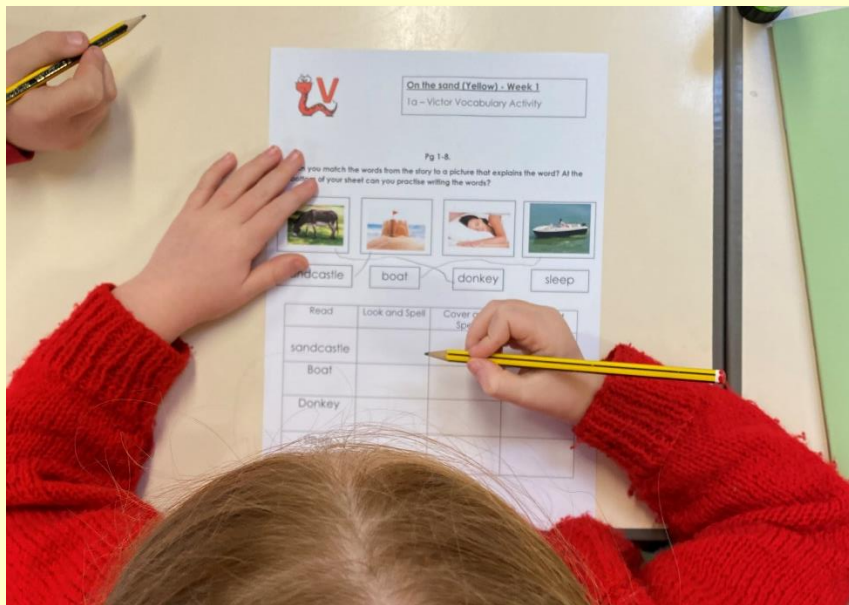
Bottom Back in Chair

TNT



Tummy Near Table

Paper Position



The paper should be upright, or at an angle not greater than 45 degrees