



Handwriting Policy

Together we succeed

Reviewed: October 2022

Handwriting and Presentation Policy 2022

When communicating ideas in writing it is important that pupils use a handwriting style which is fluent and legible. The importance of handwriting should not be underestimated. It is vital pupils can write quickly, comfortably and legibly as this is a skill needed in many curriculum areas. Pupils' self-esteem is also heightened when they are able to take pride in their handwriting.

Aims and Purposes

- To develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.
- To foster a positive attitude towards writing.
- To establish and maintain high expectations for presentation of work.
- To ensure that pupils' recorded work is of real value to their learning.

Provision for Handwriting

The academy will use the 'Morrells Handwriting' style and progression (see appendix 1). This will be displayed prominently in all classrooms. We will operate a 'pen licence' scheme in order to enhance our high expectations.

Handwriting will be explicitly taught weekly and alongside our spelling systems. Expectations for handwriting and presentation will be upheld across all curriculum subjects.

Teachers and support staff will act as a model when writing on the board or marking work, using a fluent joined style with accurate letter and number formation, as appropriate to the pupils' level of development.

All text displayed throughout the school environment, whether written or typed, will also model high expectations for handwriting and presentation.

Attention to posture and seating arrangements is important. Pupils who write with their left hand face particular difficulties and teachers need to be aware of this. Left handed pupils should either sit next to other left handed pupils or on the left side of a right handed pupil to avoid bumping arms or smudging work.

Pupils who display specific difficulties with handwriting will have these addressed through such resources as slanted writing boards, rubber pencil grips, using alternative writing media, etc. Individual cases may be referred to the Inclusion Team, where necessary.

Incorrect letter/number formation will be addressed through marking and feedback as appropriate to the developmental level of the pupil as well as through daily handwriting practise.

Books

All books should have a printed label on the front with the pupil's full name, the subject of the book and the class name.

Pupils are expected to keep their books well presented. They should not 'doodle' on the front cover, or on the pages inside. Books which are not kept well-presented may be remedied through the use of an eraser or pupils should be asked to re-write work on paper to be stuck over messy work – unacceptable presentation must be rectified and doodles removed. Inadequacies of presentation will be addressed through marking and feedback. At no point, should pages be torn out of books by either pupils or teachers.

Felt tip pens should not be used in pupil books.

Home Learning

Parents will be encouraged to support their children to produce high quality work following the handwriting and presentation policy guidelines. Pupils will be expected to take the same care with home learning as they do with their class books and the same standards will be expected.

Pen Licence

To be awarded a pen licence you must always:

- Sit letters on the line with appropriate ascenders and descenders
- Form letters in a consistent size
- Represent and use upper and lower case letters accurately
- Present letters in the correct orientation
- Form letters accurately
- Have a tripod grip
- Include appropriate finger spaces
- Write in a legible style
- Demonstrate a fluent, joined script using letter joins that have been taught.

Class teachers should identify pupils who they feel have reached the required standard for a Pen Licence. Pen Licences will then be awarded to pupils by the English Leader and presented in assembly on a Friday. Pupils will need to maintain a high standard of presentation to retain their licence.

Modelling to pupils

Teachers will model the correct formation on lined flipchart paper or use the free tool below. The tool is best used on a smartboard and the formations can be replayed.

<https://www.ictgames.com/mobilePage/writingRepeater/index.html>