



Handwriting and Presentation Policy 2024

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

Pupils in Reception class will learn how to form letters correctly in a printed style as outlined in the School's Phonics Scheme Read, Write Inc. Read Write Inc teaches children rhymes to remember how to form letters correctly (see appendix 1)

The school uses the 'Morrells Handwriting' style and progression (appendix 2). This is displayed prominently in all classrooms. The Morrells Handwriting Scheme is in line with National Curriculum expectations. Note that at Shelley First School, we do not teach children to join with a lead in line.

Handwriting is explicitly taught weekly and alongside our spelling systems to pupils who are learning to join script. Pupils who have already developed a joined and legible handwriting style will be given opportunities to develop their fluency when writing for an extended period of time.

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. See appendix 3 for correct handwriting posture and pencil grip.

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.

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.

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>

Appendix 1: Read, write Inc Letter Formation Rhymes

- m** Maisie, mountain, mountain
a round the apple, down the leaf
s slither down the snake
d round his bottom, up his tall neck and down to his feet
t down the tower, across the tower
i down the body, dot for the head
n down Nobby, over his net
p down the plait and over the pirate's face
g round her face, down her hair and give her a curl
o all around the orange
c curl around the caterpillar
k down the kangaroo's body, tail and leg
u down and under, up to the top and draw the puddle
b down the laces to the heel, round the toe
f down the stem and draw the leaves
e lift off the top and scoop out the egg
l down the long leg
h down the head to the hooves and over his back
r down his back and then curl over his arm
j down his body, curl and dot
v down a wing, up a wing
y down a horn, up a horn and under his head
w down, up, down, up
z zig-zag-zig
q round her head, up past her earrings and down her hair
x down the arm and leg and repeat the other side



Appendix 2:

Morrells Handwriting: Sassoon Font

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

abcdefghijklmnopqrstuvwxyz

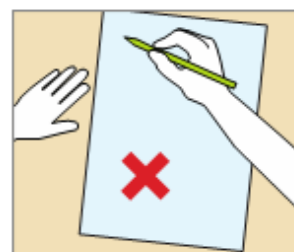
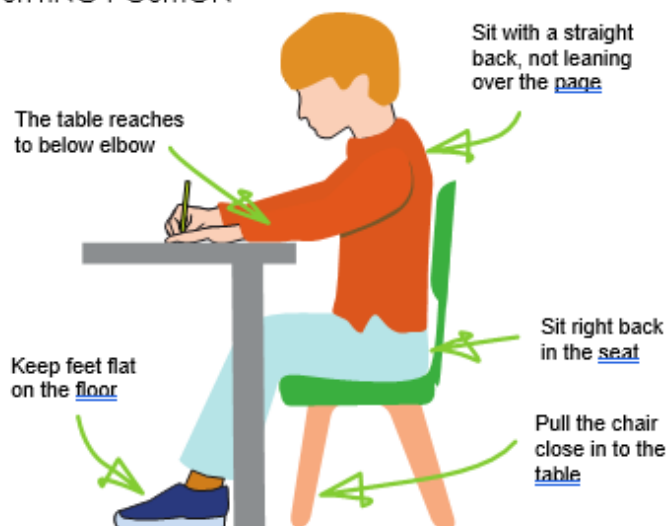
0 1 2 3 4 5 6 7 8 9

Appendix 3

Correct posture and pencil grip for handwriting

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

SITTING POSITION

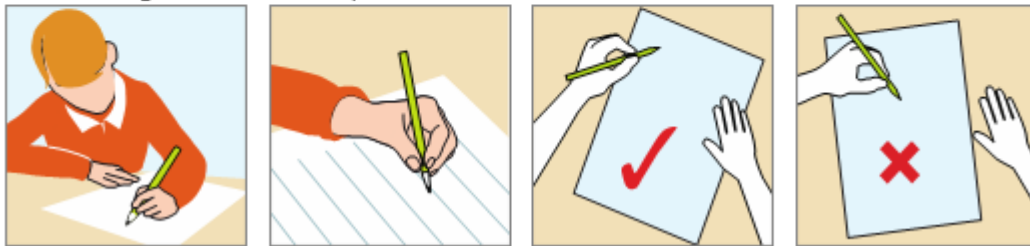


Paper position for right-handed children.

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 it off the table, Spin it round... and grip.

Left-handed pencil grip



Point away the pencil, **Pinch** it near the tip, Lift it off the table, Spin it round... and grip.

