



**St Maria Goretti Catholic Primary  
School**

**Handwriting and Presentation  
Policy**

Date approved: September 2022

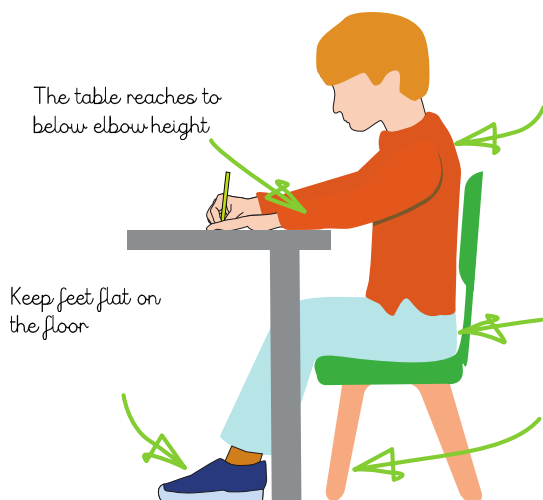
Review date: Spring 2024

*Handwriting Appendix*

# 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

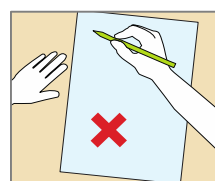


Sit with a straight back, not leaning over the page

Sit right back in the seat

Pull the chair close in to the table

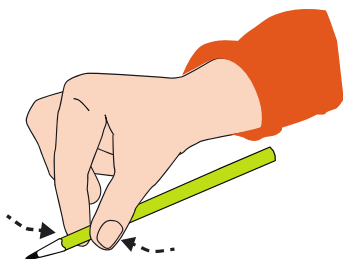
Paper position for right-handed children



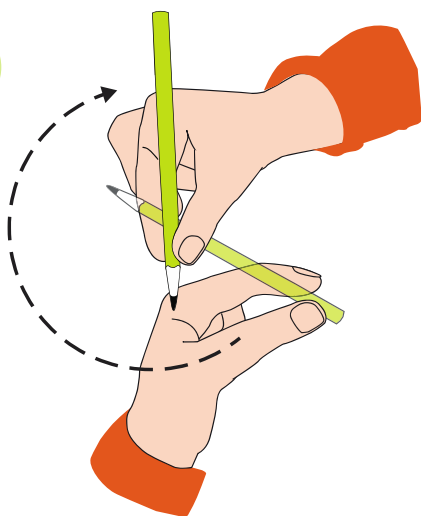
## THE TRIPOD PENCIL GRIP

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.

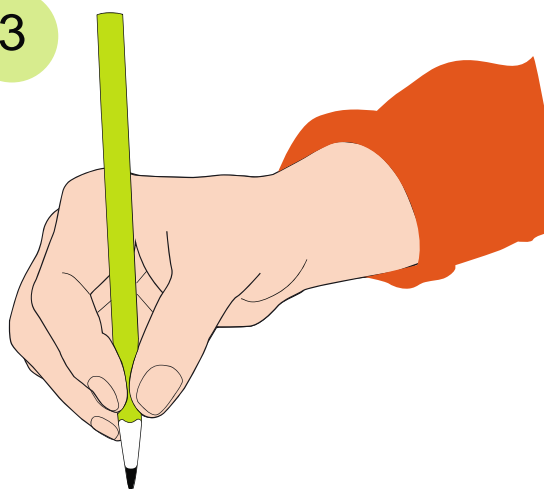
1



2



3



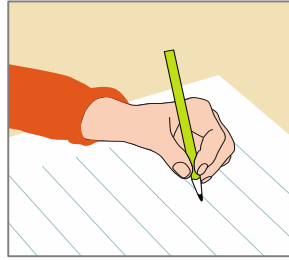
1) Grip the pencil with your index finger and thumb with the nib pointing towards:

2) With your free hand, spin the pencil from underneath

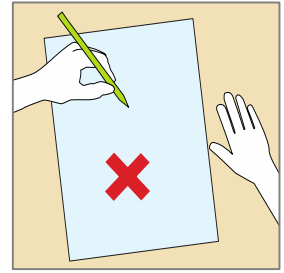
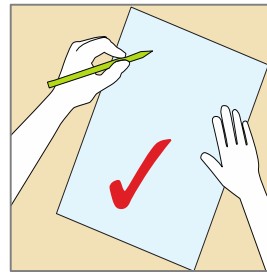
3) Use your third finger to support the underside of the pencil

## LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate 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

## Handwriting Progression

### Foundation

- Sit in the correct position and hold a pencil

<p>Recognise</p>	<p>correctly to allow fluid movements.</p> <ul style="list-style-type: none"> <li>• Improve fine and gross motor skills by enjoying drawing pre-cursive patterns in a variety of writing materials such as modelling clay, air writing, sand trays, felt pens, crayons, pencils, IWB, iPads/tablets.</li> <li>• Understand the language needed to describe pencil movements in preparation for letter formation.</li> <li>• Teacher modelling</li> <li>• Finger tracing</li> <li>• Encourage children to verbalise the process(rhymes)</li> <li>• Dough Disco</li> <li>• Use spaces in words</li> </ul> <p>Children are to take part in activities that develop fine and gross motor skills Hold a pencil with correct grip The children are introduced to the cursive script as Read, write inc letter groups and practise correct letter formation including writing of diagraphs Write own name</p>
<p><u>Year 1</u></p> <p>Formation</p>	<p>Form lowercase letters in the correct direction, starting and finishing in the right place. Form capital letters Form digits 0-9 Use spacing between words. The children are to begin to join when they are ready.</p>
<p><u>Year 2</u></p> <p>Apply</p>	<p>Form lowercase letters that are the correct size relative to one another Write capital letters and digits of the correct size orientation and relationship to one another and to lower case on the line. Use spacing between words that reflects the size of the letters Handwriting should be joined.</p>

<p><u>Year 3/4</u></p>	<p>Increase the legibility, consistency and quality of handwriting. Downstrokes of letters are parallel and equidistant and the lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.</p> <p>Improve quality, speed and stamina of handwriting.</p> <ul style="list-style-type: none"> <li>• <i>Quality:</i> Ensure letters are consistently sized with equal word spacing and that ascenders and descenders are parallel and do not touch words on the lines above and below.</li> <li>• <i>Speed:</i> Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.</li> <li>• <i>Stamina:</i> Have the strength and mobility to be able to write for longer periods of time without fatigue</li> </ul>
<p><u>Years 5/6</u></p>	<p>When children are producing consistent formed sized and joined handwriting they will be granted a pen license</p> <p>Have full knowledge and ability of the different forms of handwriting for different purposes:</p> <ul style="list-style-type: none"> <li>• Neat, joined, cursive letters for writing passages and large amounts of text, lists and letters.</li> <li>• Printed or capital letters for posters, notices, headings, labelling, and form filling.</li> <li>• Speedy handwriting for note-taking and dictation where neatness is not as important and shortcuts, such as + instead of 'and', can be used.</li> </ul>