

Yorkmead School



Handwriting Policy

October 2020

Handwriting Policy

Here at Yorkmead, we are proud of our pupils' handwriting and take particular care in our cursive/joined-up handwriting style. We use Letter-join as the basis of our handwriting policy, for Key Stage 2, that covers all the requirements of the 2014 National Curriculum. In the Early Years and Year 1, handwriting is taught through the Read, Write Inc. programme of study.

Handwriting is a basic skill that influences the quality of work throughout the curriculum. At 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.

We aim to make handwriting an automatic process that does not interfere with creative and mental thinking.

School Aims

We aim for our pupils to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.

By the end of Year 2 pupils will be expected to join the majority of their handwriting.

By the end of Year 6 pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.

Method

Our teachers are encouraged to use neat, joined-up cursive writing for all handwriting tasks including report writing (when not word-processed), marking and comments.

Consistency throughout the school

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 aim is to help pupils enjoy learning and developing their handwriting with a sense of

Handwriting Frequency

Handwriting is a cross-curriculum task and will be taken into consideration during all lessons. Formal teaching of handwriting is to be carried out regularly and systematically to ensure Key Stage targets are met (see guidance below.) In addition, in Key Stages 1 and 2, a daily handwriting exercise is to be used to start each piece of Literacy work. This should be Key Stage appropriate and used to reinforce letter formation or joining patterns already taught.

FOUNDATION:

For our youngest pupils we aim for daily sessions totalling 50 minutes that will include the following;

- Movements to enhance gross motor skills such as air-writing, pattern making, dancing.
- Exercises to develop fine motor skills such as making marks on paper, whiteboards, blackboards, sand trays, iPads and tablets.
- Letter learning to familiarise letter shapes, formation and vocabulary.

YEARS 1 TO 3:

Provision will continue with two or three weekly sessions totalling 30 to 45 minutes covering:

- Gross and fine motor skills exercises.
- Relative size and position of letters.
- Learning the two joins.
- Cursive handwriting reinforcement, learning and practice.
- Numerals, capitals and printed letters: where and when to use, learning and practice.

YEARS 4 TO 6:

More advanced handwriting techniques will be taught during two or three weekly sessions totalling 30 to 45 minutes teaching:

- Cursive handwriting re-enforcement.
- Form-filling/labelling using printed and capital letters.
- Dictation exercises to teach the need for quick notes and speedy handwriting writing.

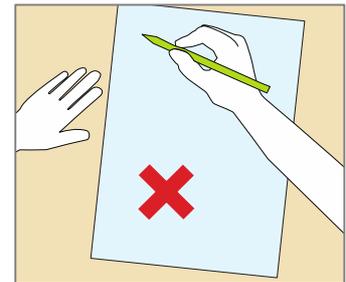
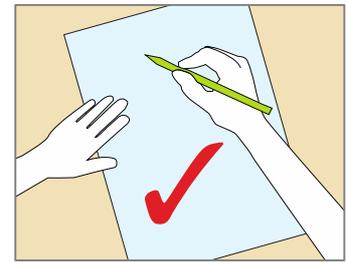
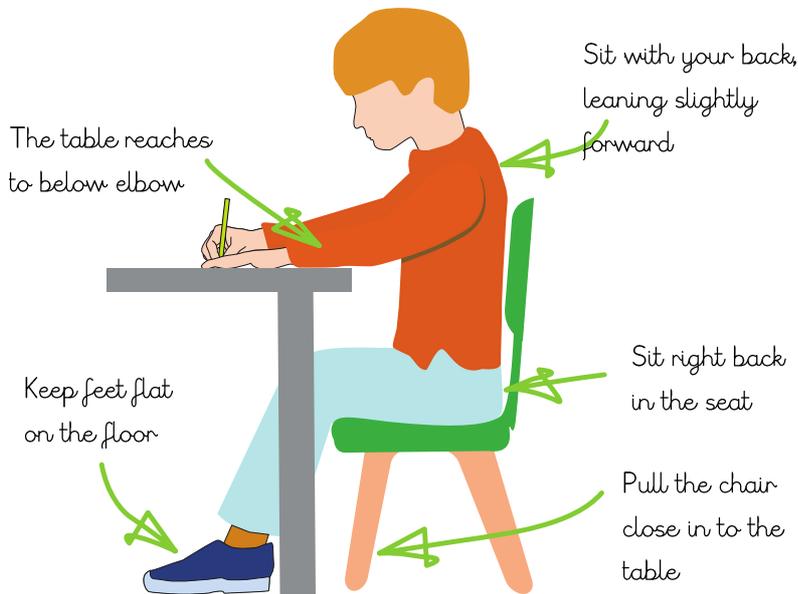
Yorkmead School is committed to the safeguarding and promoting of well-being for all children

Correct posture and pencil grip for handwriting

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

RWI HANDWRITING SIGNAL

SITTING POSITION



Paper position for right-handed children

THE TRIPOD PENCIL GRIP

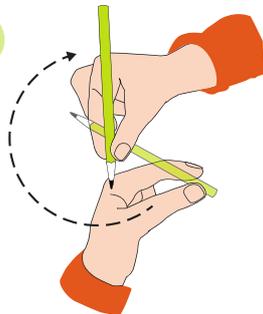
Both right and left handed children should be encouraged to use the tripod grip, which allows the pen/pencil to be held securely, whilst allowing controlled movements of the pen/pencil nib.

1



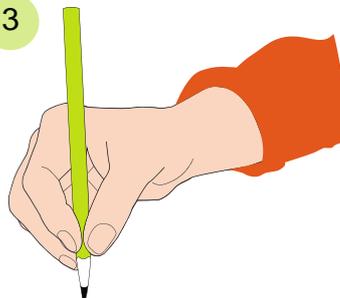
1) Grip the pencil with your index finger and thumb, with the nib pointing away.

2



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

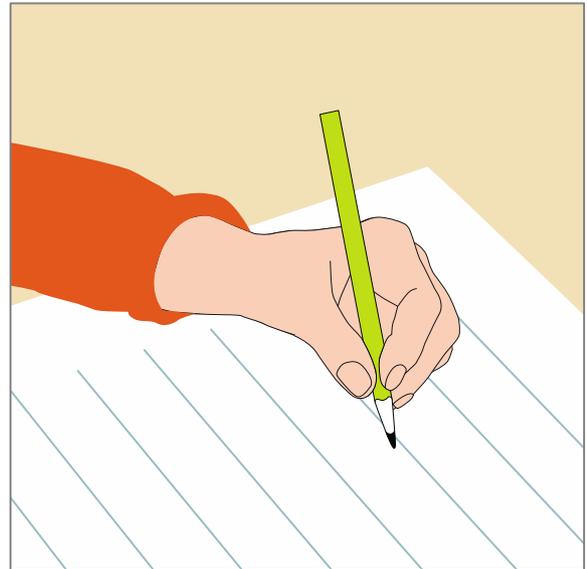
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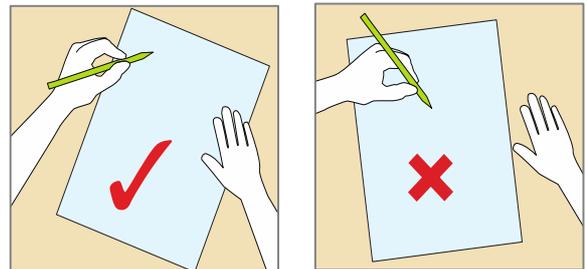
3) Use your middle finger to support the underside of the pencil.

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.



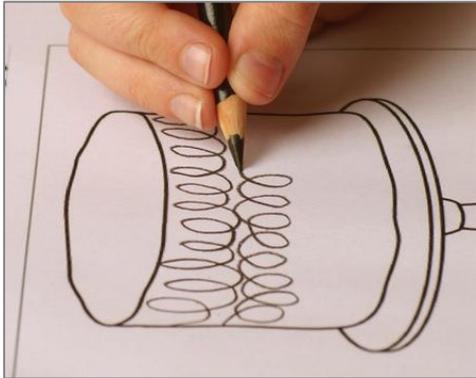
Paper position for left-handed children

PENS AND PENCILS

Children are encouraged to start handwriting using a soft pencil. When fine motor skills have been established a handwriting pen can be used. Handwriting pens are used for redrafting of written work.

Key Stage Teaching

FOUNDATION



- Sit in the correct position and hold a pencil correctly to allow fluid movement of the nib.
- Improve fine and gross motor skills by enjoying drawing patterns in a variety of writing materials such as modelling clay, air writing, sand trays, felt pens, crayons, pencils, IWB, iPads/tablets.
- Understand the language need to describe pencil movements in preparation of letter formation.

RECEPTION RWI 1A AND 1B

- Hold a pencil in an effective manner for writing and be encouraged to correct any errors in grip or stature.
- Understand that letters are written on a base line.
- Begin to form some recognisable letters, capital letters and numerals.
- Have an understanding of writing their own name.
- Understanding different shaped letter families.
- 'Around' letters: c a o d g q
- 'Down' letters: l t b p k h i j m n r u y
- 'Curly' letters: e f s
- 'Zig-zag' letters: v w z x

Stage 1a: Letter Formation

Practise letters in the handwriting order.

See 'Handwriting Stage 1a' in the Handwriting files in Read Write Inc. Phonics Online.

Stage 1b: Relative size of letters

Picture mnemonics help children visualise the size and placement of letters.

'Boat letters': a c e I m n o r s u v w x z

'Water letters': g j p q y

'Tall letters': b d h k l t f

Key Stage Teaching

YEAR 1 RWI STAGE 2 & 3

Autumn Term: Continue with RWI Stage 1b
Relative size and position on the line.

Spring Term: RWI Stage 2 Yellow, Blue and Grey Story books: Children learn a mature style of writing that leads to joined-up writing.

Summer Term: RWI Stage 3 Yellow, Blue and Grey Story books: Children learn the two basic joins: the arm join (diagonal) and the washing line join (horizontal) and the two variables for each join.

YEAR 2 RWI STAGE 3

Autumn Term: RWI Stage 3 Yellow, Blue and Grey Story books: Children learn the two basic joins: the arm join (diagonal) and the washing line join (horizontal) and the two variables for each join. **Spring Summer Letter Join Cursive**

- Write legibly using upper and lower case letters and correct joins.
- Ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation.
- Leave the correct space between words.
- Form capital letters and use where appropriate.
- Form numerals that are consistent in size and sit on the base line.
- Begin to form printed letters and understand when they are to be used.
- Improve the speed of writing and begin to write automatically, so promoting creativity in independent writing.

KEY STAGE 2 LETTER JOIN

Develop joined handwriting in a cursive style as dictated by the curriculum.

Improve quality, speed and stamina of handwriting.

- **Quality:** 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.
- **Speed:** 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.
- **Stamina:** Have the strength and mobility to be able to write for longer periods of time without fatigue.
- Have full knowledge and ability of the different forms of handwriting for different purposes:
- Neat, joined, cursive letters for writing passages and large amounts of text, lists and letters.
- Printed or capital letters for posters, notices, headings, labelling, and form filling.
- Speedy handwriting for note-taking and dictation where neatness is not as important

INCLUSION

Children whose handwriting is limited by problems with fine motor skills, including left-handed children, and children with special educational needs, will be given one-to-one tuition to help achieve their optimum handwriting level. RWI Stage 1a: Letter Formation. RWI Stage 1b: Relative size and position on the line. RWI Stage 2: Developing a mature style of writing and preparing to join. RWI Stage 3: Learning the two joins (diagonal and horizontal). Letter-Join Cursive script.

RWI ADDITIONAL GUIDANCE

RWI Handwriting Stage 1a and 1b additional guidance and example lesson plans can be found in Handbook 1. RWI Handwriting Stage 2 and 3 guidance and example plans can be found in Handbook 2.

The order of Handwriting Letter Formation lessons and Handwriting Checklists can be found in the Handwriting files in Read Write Inc. Phonics On-line (Oxford Owl).

SILENT HAND SIGNAL

Once children are sitting at their tables, hold up a pencil – real or imaginary – in a pencil grip with the non-writing hand flat – holding imaginary paper.

This indicates that children sit with their:

- feet flat on the floor
- bottom at the back of the chair
- body one fist from the table
- shoulders down and relaxed
- back leaning slightly forward
- left/right hand holding the paper
- left/right hand ready in a tripod grip

Policy Written October 2020 by A. Neale-Crane (English and Early Years Leader).

Review Date: Autumn 2021

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Cursive Fonts

Cursive Lower Case Letters



CAPITAL LETTERS

A B C D E

F G H I J K

L M N O P

Q R S T U

V W X Y Z

Printed Lower Case Letters

