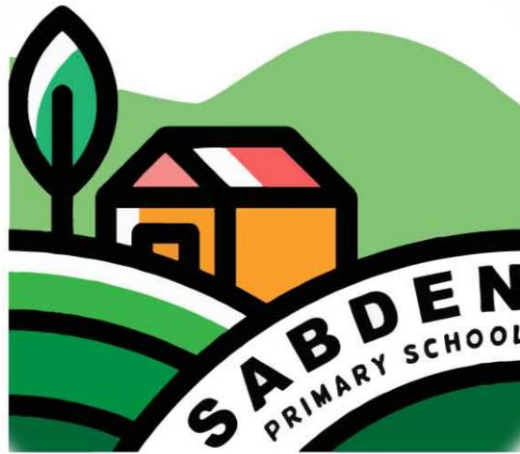


Sabden Primary School



Handwriting Policy

July 2020

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1. Curriculum Statement

Intent

At Sabden Primary School, the importance of children being able to write legibly, fluently and at a reasonable speed is recognised. With these skills, children have a much greater chance of being able to reach and demonstrate their true potential throughout their school careers and in their lives beyond school. The programme of study at Sabden Primary School seeks to ensure that by the end of KS1, children can write fluently and legibly using joined handwriting as soon as they can form letters securely with the correct orientation.

In the EYFS, children are taught to use their phonic knowledge to write words in ways which match their spoken sounds, as well as some common words with irregular spellings. Planned opportunities are provided for the children to develop writing simple sentences which can be read by themselves and others. Children develop the use of effective pencil grip throughout their time in reception.

In KS1, children handwriting practice focuses on ensuring that children form lower-case letters of the correct size relative to one another. It develops their use of the diagonal and horizontal strokes needed to join letters and promotes understanding of which letters, when adjacent to one another, are best left un-joined. Children also develop accuracy in writing capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters and use spacing between words that reflects the size of the letters. Children are taught to write with a joined style as soon as they can form letters securely with the correct orientation.

Throughout KS2, emphasis is placed on children's development of writing legibly, fluently and with increasing speed. Emphasis is placed on children being taught to choose which shape of a letter to use when given choices and deciding whether or not to join specific letters, as well as choosing the writing implement that is best suited for a task.

Implementation

To ensure a consistent approach, the school follows the Twinkl Handwriting Scheme and children are explicitly taught the skill of handwriting each week. In reception and KS1, the children use the handwriting books and activity sheets to record and practise their handwriting.

In KS2, the first half term of each academic year is spent revisiting the handwriting scheme for KS2- children record these on activity sheets. From the second half term (Autumn 2) handwriting continues to be modelled to the children consistently, and is monitored across their work books.

For children that require additional handwriting intervention, the 'flying high' programme is used in EYFS and KS1, and small group skill sessions for children in KS2.

The use of patterns to support letter formation and appropriate letter-joins is also embedded enabling children to also further develop their fine motor skills. High expectations are also communicated as part of the success criteria for the lesson. Children's successes and improvements are recognised through the 'Handwriting Hall of Fame' which displays work in a prominent part of the school building. Each week, a head teacher's award is also given to a child in each class whose efforts and progress in handwriting have been recognised.

A high standard of presentation is also encouraged and expected in children's written work across the wider curriculum.

Impact

This systematic approach ensures development in the skill of handwriting throughout each year group. Children take pride in their written work and achieve proficiency in their own use of the continuous cursive script. Outcomes in children's wider curriculum work, as well as in their English books and school displays, evidence the progress that children make in this area, as well as the consistency of the approach across the school.

2. Teaching and Learning

In order for children to achieve a high standard of handwriting, they need to be explicitly taught the skills needed. At Sabden Primary School, we use and teach the continuous cursive style, letter formations and joins in handwriting to ensure consistency across the school.

We have high expectations in handwriting lessons and make sure that children are expected to apply the same standards in other writing as well. Handwriting practice takes place weekly and has a clear focus, with key teaching points demonstrated to the class. Each session provides allocated time for children to practise the specific handwriting skill. Extension activities will allow for further practice, development and challenge.

Teachers will make sure that children are concentrating on 'the 3 'P's' during handwriting sessions. These are -

- Paper: the paper children write on should be angled slightly away from the writing hand.
- Posture: sitting up straight, both feet on the floor, adequate desk space.
- Pencil grip: tripod grip is the most efficient way of holding a pencil (held lightly between thumb and forefinger, about 3cm from the point with the middle finger providing additional support).

3. Assessment

Teacher assessment:

Teachers will assess children's handwriting progression during lessons as they write as well as once they have completed their writing. Criteria for assessment may include:

- Does the child adopt the correct posture?
- Does the child hold the pencil correctly?
- Does the child use the correct movements when forming/joining?
- Does the child write fluently?
- Is the writing legible?
- Is the writing appropriate?
- Is the child's handwriting developing in-line with statutory curricula?

Pupil assessment:

Throughout the writing process, children are encouraged to assess their handwriting. The 'Getting Ready to Write' visual prompt and 'Handwriting checklist' can be found in the classroom for children to refer to in order to reflect and assess.

The expectation for a high standard of handwriting is also communicated prior to writing tasks. Neat presentation is always recognised and praised by the class teacher and children are encouraged to review their handwriting as part of the writing process.

Whole-school assessment:

The subject leader for English will regularly assess handwriting across the school. Criteria for whole-school assessment may include:

- Is the handwriting generally legible and pleasant?
- Are letters being shaped correctly?
- Are joins being made correctly?
- Are spaces between letters, words and lines correct?
- Is writing size appropriate?
- Are the writing standards demonstrated by the majority of children in line with statutory curricula?
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4. Planning and Resources

At Sabden Primary School, we will teach the children to write using the Twinkl Handwriting scheme. The most up-to-date edition of the scheme guides children through carefully structured stages from pre-writing patterns all the way to the development of individual style. Teachers can access the sequence of teaching, lesson presentations and activities by accessing the English file on the shared drive.

Continuous cursive font is also available on all school PCs so that all communication can be presented to children using the digital font.

All children in school will use a HB pencil for writing until they are ready to move into pen.

Children in Key Stage Two are assessed regularly in their readiness to use a pen in place of a pencil for writing. The rate of transition from pencil to pen will be determined by the class teacher, on an individual-basis and in consultation with each pupil. A pencil will still be required for drawing and diagrams.

5. Organisation

From Reception through to Year 6, there weekly handwriting sessions. In KS2, all children follow the handwriting programme for the first half term. Children are assessed at this point, and those that require additional intervention will have this on a weekly basis.

Consistently high levels of handwriting are modelled by the teacher, and high expectations are the norm for each child.

6. EYFS

It is important for children to understanding the importance of clear and neat handwriting from an early age. Correct letter formation is taught in both Nursery and Reception and children are given opportunities to independently practise their handwriting. Children are also given plenty of opportunities to develop the fine motor skills they need for accurate handwriting through continuous provision in the EYFS setting.

In Reception, handwriting lessons are introduced and children each have a book in which to practise their pencil control and letter formation.

During these handwriting lessons the children will learn to write legibly in a printed style with increasing fluency and speed by:

- Having a correct pencil grip, posture and paper position (3 'P's)

- Knowing the correct way each letter and numeral is formed (lower case letters)
- Forming all letters correctly (including size and orientation)

Teachers will ensure that children are always writing at a desk for these sessions, to promote the 3 p's.

7. KS1 and KS2

In KS1 and KS2 handwriting continues to be taught discretely using the Twinkl Handwriting scheme. In KS1 the children will continue to use handwriting practice books and KS2, the children will record their handwriting practise directly onto activity sheets.

In Year 1 the children will continue to develop their letter formation with increasing fluency and speed by:

- Having a correct pencil grip, posture and paper position (3 'P's)
- Knowing the correct way each letter and numeral is formed (lower case letters and capital letters)
- Forming all letters correctly (including size and orientation)

As above, children should always be writing at a desk until their writing style is perfected.

In Year 2 and KS2 the children progress to write legibly in a cursive style with increasing fluency and speed by;

- Using the 4 joins
- Knowing which letters are the break letters
- Writing in a joined style
- Practising skills of printing, slanting and speedwriting
- Progressing to an individual joined style
- Considering handwriting styles for different purposes

8. Equal Opportunities

All children have equal opportunities to reach their full potential in handwriting, regardless of their race, gender, cultural background, and ability, or of any physical or sensory disability.

9. Inclusion

Children with English as an additional language.

Children with EAL are encouraged to make the same outstanding progress in handwriting as their peers. To support their understanding of letter formation handwriting should be consistently modelled by the class teacher.

Children with Special Educational Needs

Some children experience difficulties making good progress in their handwriting development. They may need additional support with their fine motor development, pencil grip or letter formation. The class teacher should liaise with the English subject leader and SENDCo to put into place the most appropriate form of support. This could include:

- Pencil grip or jumbo triangular pencil

- Use of slanted board
- Use of wobble cushion
- Fine motor skills intervention
- Additional handwriting group
- Additional handwriting homework

Gifted and talented

Children with advanced skills in handwriting will be supported and given opportunities for extension work.

10. Role of the Subject Leader

The role of the subject leader is to coordinate the teaching of handwriting across all phases of the school. This is in order to secure a consistent approach across the school and to ensure progression in handwriting is outstanding.

Some key duties that the literacy subject leader should undertake over the course of the year include:

- Monitoring of handwriting across all books
- Helping identify and facilitate the professional development needs of staff
- Liaising with the school SENDCo to best support children with handwriting difficulties
- Organising, maintaining and cataloguing handwriting resources
- Keeping up to date with new initiatives in the teaching of handwriting

11. Parents

We recognise how important the home-school link is for children to make outstanding progress in all areas of learning – including handwriting. Parents will be informed of their child's standards of presentation during Parents Evenings and will be encouraged to support with any additional handwriting practice where necessary.

In Reception children are given letter formation homework as and when they learn a new sound. From then on, handwriting homework will only be given if a child needs additional support to make good progress in their handwriting and presentation.

Policy written by Laura Murray

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