

Handwriting Policy



DANE ROYD SCHOOL

Review frequency: Three Years

Approval by: Standards Committee

Policy Date: September 2021

Review Date: September 2023

Lead Personnel: English Leaders

Version: 3

Aims which guide our policies and practice

As a school, we seek to promote shared moral and ethical values to unite both local and global interests which enable children to become global citizens. Our agreed school aims are:

- To create a happy and stimulating learning environment, in which each child will develop to their full potential, thereby achieving high educational standards.*
- To develop self-awareness, self-respect and tolerance of others by developing an understanding of the world in which they live.*
- To appreciate human achievements and aspirations; develop aesthetic sensitivity and appreciation; physical ability and co-ordination and a concern for the safety of themselves and others.*
- To prepare children to live and work with others, enabling them to be responsible and caring members of the community.*
- To give children, at the end of their period of primary education, an appetite for acquiring further knowledge, experience and skills, so ensuring they are prepared for the challenges of the next stage in their education.*

We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.

Handwriting Policy

A Policy for Handwriting.

Introduction

Purpose:

The purpose of this policy is to describe the teaching of handwriting across school and to set out the way that each letter should be formed, in cursive script.

Aim(s):

At Dane Royd we aim to:

- Enable pupils to write legibly, fluently and in a joined style.
- Follow a whole school approach to handwriting.
- Encourage and model how to hold and correctly use a range of writing implements and how to form letters accurately, illustrating when it is appropriate to join and not to join.

Reasons for teaching cursive writing:

- Aids left to right movement
- The word is treated as a unit
- Aids the 'continuity of flow'
- Helps to eliminate reversals

- Helps to eliminate capital letters in the wrong place
- Reinforces the link between letter sound and shape
- Eliminates the need to re learn shapes at a later time
- Establishes spaces between words
- Establishes shapes between letters
- Allows earlier development of personal style
- Enables speedy writing

Handwriting will be taught in every year. Children are taught to form letters correctly, paying attention to the starting point of each letter, the direction of pencil movement, the shape and orientation of the letter, the heights of the body of each letter and any ascender and descender.

Starting in year 1 children are taught each individual letter with an entry and exit stroke, then, in Year 2, they will be taught fully cursive writing.

Handwriting in the Foundation Stage:

Children develop at their own rates and in their own ways, before a child can write there are many skills that need to be developed. S/he will be able to:

- scribble
- hold a pen / pencil incorrectly
- make random marks and lines
- hold a pen / pencil correctly
- make purposeful lines, patterns and shapes
- draw a picture that is recognisable
- make the pencil do what s/he wants
- a picture, keeping within the lines
- copy letters
- form letters correctly
- form numbers correctly

In Upper Foundation Stage the children follow Stage 1 lessons for handwriting based on the Read Write Inc Handwriting Scheme. At Stage 1a children practise correct letter formation. At Stage 1b children learn where to place the letters on the writing line. During the autumn term in UFS the children are taught all of the set 1 sounds. During the spring term they move onto stage 1a and during the summer term they work through stage 1b.

At stage 1a they learn the correct letter formation using the same picture mnemonics they have already learnt in the Speed Sounds Set 1 Lessons. These letters are now taught in handwriting groups.

- 'Around' letters: c a o d g q
- 'Down' letters: l t b p k h l j m n r u y
- 'Curly letters': e f s
- 'Zig-zag' letters: v w z x

Children write on plain paper. Children practise the letters in the handwriting order. An example routine for handwriting lessons can be found in the Handwriting files in Read Write Inc Phonics Online.

Once children can form the letters correctly, they learn how to place the letters on the line. Picture mnemonics help children to visualise the size and placement. This is Stage 1b.

Children learn that:

- Some small letters are the same size as the boat and are called 'boat letters': a c e i m n o r s u v w x z
- Some letters that are written below the water line are called 'water letters': g j p q y
- Some letters are as tall as the sun and are called 'sun letters': b d h k l t f

An example routine for Stage 1b handwriting lessons can be found in the Handwriting files in Read Write Inc Phonics Online.

The National Curriculum English Programmes of Study provide guidance on the teaching of handwriting. At Dane Royd we are ambitious in our teaching and approach to handwriting. We instil in our pupils pride in presentation of their work. It is expected that handwriting in all areas of the curriculum be to the best of their ability. It is expected that number formation is a key skill that children develop within the early years. We aim for all children to develop fluent, joined, cursive handwriting and apply this in all that they do.

As children move through the key stages we expect them to write legibly, fluently and with increasing speed as well as being confident when choosing the writing implement that is best suited for a task

Main Teaching Points for the Teaching of Handwriting at Dane Royd Junior and Infant School

- Handwriting formation needs to be demonstrated and practised in formal handwriting lessons at all stages
- Posture and correct pencil grip needs to be reinforced through school
- Left handers need to be seated with care
- All individual letters start from the line (NB not horizontal joins in the middle of words, eg book)
- Every letter has an entry and exit stroke. This ensures spaces between words and spaces between letters within words
- Capitals never join
- The pencil stays on until the end of the word, then go back and cross t's and dot i's
- There are four types of join: horizontal join to a tall letter, horizontal join to a halfway letter, diagonal join to a halfway letter and diagonal join to a tall letter

Supporting Individual Children:

Left handed children should sit to the left of right handed children to avoid their arms bumping. Left handed children should sit with their body and paper at a slant to the right. Some children may require different tools to aid their handwriting development. Across School children will take part in handwriting interventions if required.

Wider school aims/ethos:

Dane Royd's teaching of Handwriting is guided by the School's wider aims and seeks to create children who achieve their full potential in writing.

Consultation:

This policy was written by the Beth Greenwood and Jamie-Leigh Loudon.

Sources and references:

The National Curriculum

Teaching Handwriting at Dane Royd Junior and Infant School staff meeting document

The Sentence Series from AMS Educational – Joint Exercises

Read Write Inc Handwriting Online

Procedures and practice

1. Roles and responsibilities

Class teachers are responsible for:

- Teaching handwriting lessons, demonstrating the correct way to form letters. Handwriting formation needs to be demonstrated and practised in formal handwriting lessons at all stages.

- Posture and correct pencil grip needs to be reinforced throughout school.
- Left handers need to be seated with care.
- Modelling cursive handwriting during lessons and through marking in books

English Leaders and Senior Leadership team are responsible for:

- Monitoring children's handwriting throughout school through: book scrutinies, lesson observations and learning walks.

Concluding notes

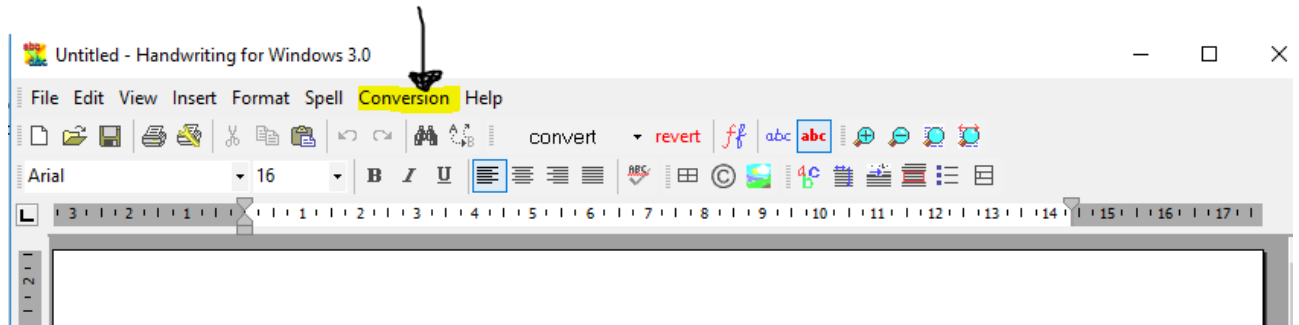
Other documents and appendices:

The Handwriting Policy should be read in conjunction with:

- The Writing Policy
- Handwriting for Windows V3- set up procedures

Appendix 1

Setting up the correct font on Handwriting for Windows V3



Click on the Conversion tab and then select Options.
Then click on each option as shown below and click on save.

