

Banister Primary School Handwriting Policy

At Banister Primary School we aim to develop the children's ability to write with ease, speed and legibility, enabling them to maximise the fluency, quality and quantity of their work. Children from year one onwards learn cursive handwriting, which teaches pupils to join letters and words as a series of flowing movements and patterns. Links are made between handwriting and spelling.

Statutory requirements for the teaching and learning of Handwriting are laid out in the 2014 English curriculum.

In the Foundation Stage children should be given opportunities to:

- Use writing as a means of recording and communicating
- Engage in activities requiring hand-eye coordination
- Use one-handed tools and equipment
- Draw lines and circles using fine and gross motor movement
- Manipulate objects with increasing control
- Learn how to hold a pen/pencil
- Begin to use anticlockwise movements and retrace vertical lines
- Begin to form recognisable letters correctly
- Use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed
- Start and finish letters correctly

Year One Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

Handwriting in year one requires frequent and discrete, direct teaching. Pupils should be able to form letters correctly and confidently. The size of the writing implement (pencil, pen) should not be too large for a young pupil's hand. Whatever is being used should allow the pupil to hold it easily and correctly so that bad habits are avoided.

Year Two pupils should be taught to:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- use spacing between words that reflects the size of the letters.

In year two pupils should revise and practise correct letter formation frequently. They should be taught to write with a joined style as soon as they can form letters securely with the correct orientation.

In Lower Key Stage Two pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting, e.g. by ensuring that the down strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.

In years 3 and 4 pupils should be using joined handwriting throughout their independent writing. Handwriting should continue to be taught, with the aim of increasing the fluency with which pupils are able to write down what they want to say. This, in turn, will support their composition and spelling.

In Upper Key Stage Two pupils should be taught to:

- write legibly, fluently, with increasing speed and personal style by:
- choosing which shape of a letter to use when given choices and deciding, as part of their personal style, whether or not to join specific letters
- choosing the writing implement that is best suited for a task (e.g. quick notes, letters)

In years 5 and 6 pupils should continue to practise handwriting and be encouraged to increase the speed of it, so that problems with forming letters do not get in the way of their writing down what they want to say. They should be clear about what standard of handwriting is appropriate for a particular task (e.g. quick notes or a final handwritten version). They should also be taught to use an unjoined style (e.g. for

labelling a diagram or data, writing an email address, or for algebra) and capital letters (e.g. for filling in a form)

TEACHING AND LEARNING

Display writing throughout the school includes block letters, cursive writing and computer generated writing.

When marking or writing comments, members of staff use cursive/print handwriting as appropriate.

Children are given experience of a variety of writing tools. Pens (handwriting and fountain pens) are used once the children have earned their pen licence and handwriting certificates. Red biros are used by the children for peer and self-marking.

Photocopiable masters, handwriting books and lined paper are used throughout the school as appropriate. Guidelines are also used when the children are writing on plain paper.

Left-handed children always sit on the left side of right-handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body, and to have their fingers about 1.5 cm from the point of their pencil.

Foundation Stage

In the Foundation Stage children take part in activities to develop gross and fine motor skills and recognition of patterns. Handwriting and letter formation is taught every day through the phonics session. Clever hands activities are available throughout the week.

Key Stage 1

Children start practising using the cursive style to begin joining their letters from Year 2 onwards. Handwriting is taught regularly and is linked to the phonics session within the teaching of Literacy.

The children are taught to:

- Develop their fine and gross motor skills with a range of multi-sensory activities
- Practise patterns and free-flowing hand motions
- Write both lower-case and upper-case letters
- Write from left to right and from top to bottom
- Start and finish letters correctly
- Be consistent with the size and shape of letters and the spacing of letters and words

- Sit letters on the line, and ensure that ascenders reach the appropriate height, and that descenders finish below the line

Have the correct pencil grip

Find a convenient position for their page

Have the correct posture and position

Key Stage 2

During this stage the children continue to have daily direct teaching and regular practice of handwriting including through dictation and practice of their spellings. Our aim is for children to develop a clear and fluent style by the end of Key Stage 2 and to be able to adapt their handwriting for the following different purposes:

A neat legible hand for finished, presented work

A faster script for notes

Print for labelling maps or diagrams.

Handwriting Awards

Effort certificates are given to children when they are trying hard with their handwriting at all times NOT just during handwriting sessions. Once the children have gained 3 certificates they are eligible for a pen licence.

A pen licence allows a child to write using a Berol handwriting pen. This can be revoked at any time if presentation becomes poor.

After a consistent period of three months the child will receive a Handwriting Certificate of recognition and a fountain pen.

English Leader

Handwriting Policy written 1st November 2013