



Olveston CEVC Primary School Handwriting Policy

Children must be able to write with ease, speed and legibility. If they have difficulty this will limit fluency and inhibit the quality and quantity of their work. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns.

The style is quick and easy to learn, particularly when it is practised from an early stage. Pupils will learn to form individual letters appropriately and accurately first, and then by term 3 of Year 1, pupils will begin to join their handwriting.

Handwriting skills are demonstrated regularly and systematically. Pupils in the Foundation Stage and Key Stage 1 will follow the Nelson Scheme, using photocopies, on which they have dotted lines to follow the formation of letters. Pupils in Key Stage 2 - year 3/4 will use handwriting books, and in year 5/6 lined paper.

Aims

We aim for children to:

- Achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Develop flow and speed.
- Eventually, produce the letters automatically in their independent writing.

In order to achieve these aims, the following principles are followed:

Teaching and Learning

- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate.
- Patterns are used initially, by writing with a variety of tools and using multi-sensory methods, to help free flowing hand motions.
- Correct pencil hold and letter formation are taught from the beginning, and handwriting is frequently linked with spelling.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- Display writing throughout the school includes printed, cursive and computer generated writing.

Provision for left handed children

At least 10% of the population are left-handed, the majority of whom are boys. Left handed children should 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 1.5cm from the point of their pencil. They are encouraged not to loop their hand over their writing.

Resources and Writing Materials

- Children are given experience of a variety of writing tools. Pens (handwriting pens and fountain pens) can be used in year 5 and 6.
- Biro's are not used.
- Photocopiable masters (Nelson photocopies) are used in Foundation Stage and Year 1, moving onto lined handwriting books in Year 2.
- Handwriting books with pairs of lines are used in Key Stage 2. Pairs of lines help to achieve appropriate height and even formation of letters.
- Guidelines are also used with plain paper.

How handwriting is taught throughout the school

Foundation Stage

In the Foundation Stage children take part in activities to develop gross and fine motor skills and recognition of patterns. Individual letter formation is taught, modelled and practised in working towards the objectives listed below at Key Stage 1.

Key Stage 1

In accordance with the National Literacy Strategy the children are taught how to form both lower case and capital letters and how to join them, whilst still developing fine and gross motor skills with a range of multi-sensory activities.

Handwriting is demonstrated daily and can be linked to the phonics session in the Literacy Hour. The children are taught to:

- 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.
- Have the correct pencil grip.
- Find a comfortable position for their page.
- Have the correct posture and position.

Key Stage 2

During this stage the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style and by the end of Key Stage 2, and 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

Assessment

Throughout their time at Olveston, samples of children's writing are collected and moderated against National Curriculum criteria. As part of the school's assessment policy, a sample of children's writing is completed and assessed six times per academic year.

Ratified by Curriculum Governors: May 2011

Review Date: May 2013