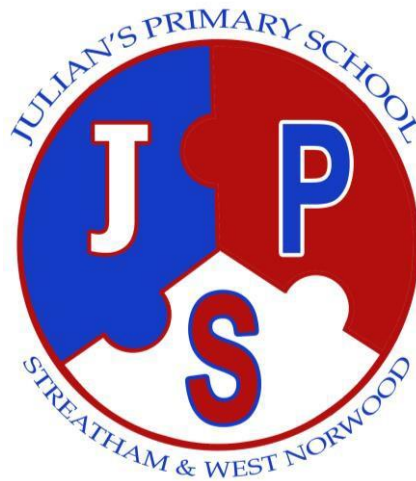


JULIAN'S PRIMARY SCHOOL

Handwriting Policy



Handwriting is a tool of communication in the written form. All teachers should aim for the best that individual pupils can achieve. Handwriting is often linked to decoration and illustration, leading to a finished product which is pleasing to look at and which can be attractively displayed. Children can achieve a great deal of satisfaction from the craftsmanship associated with handwriting.

Aims

- A whole school approach to the teaching and learning of handwriting and a consistency in the presentation of work.
- Children are taught to write clearly and legibly in both joined up and printed styles.
- Children understand and value the need for high quality presentation and handwriting.
- To develop a fast, rhythmic, fluent handwriting style which enables the child's writing to keep pace with his/her thinking.

Principles for Teaching and Learning:

- Handwriting is a skill that needs to be taught and learnt.
- Children need to understand the purpose and audience for their handwriting.
- Joined up handwriting also aids spelling.
- Handwriting will be practised at least 3 times a week across KS1 and on a needs basis in KS2.

Objectives

Pupils should:

1. Develop speed and rhythm using familiar patterns – shapes and words.
2. Learn to write well-formed and easily recognisable letters using entry strokes.
3. Be taught to join letters by joining in different ways.
4. Be encouraged to join the letters of High Frequency Words.
5. See the teacher as a role model demonstrating good practice.
6. Experience a rich variety of print styles and media.
7. Write in a joined style, fluently with speed.
8. Produce clear and legible writing in printing and cursive styles.
9. Learn to use appropriate presentational devices for tasks.
10. Present clear and attractive work.

The Pen/Pencil Hold:

The pen or pencil should be held firmly but without tension. The 'tripod grip' should be used. A pencil grip aid should be used to assist children who are having difficulty. Alternatively the 'Sassoon Grip' could be used. This involves placing the pencil between the index and second finger as this places less tension on the wrist.

As the writing progresses down the page children should learn to move the paper up and away from the body, with the disengaged hand, rather than move the writing hand down the page.

Posture and Position:

1. Lean slightly forward over the desk or table.
2. Place feet flat on floor.
3. Rest forearm and helping hand on desk.
4. Keep head up.
5. Right handed – Tilt exercise book down to the left.

6. Left handed – Tilt exercise book down to the right.
7. Sit straight facing the paper.
8. The writing hand should rest on the desk to just below the elbow.
9. Appropriate sized furniture is used.

When is handwriting taught?

In Reception and KS1a particular letter or join is taught once a week, usually on a Monday. Children then have the opportunity to practise this letter/join as part of the guided reading carousel during the week.

When to Join?

Children develop their letter formations with entry strokes. As the children are deemed ready the children will be taught to join. We recognise that joins are not part of the Read Write Inc. letter formation, but class teachers should explain to pupils how to adapt the letters to include the joins as they are formed. Children will be expected to start joining in Reception when the phonic blends are taught and presented to children as joined letters and they are generally expected to copy this style. HFW in Rec/Y1 should also be taught as joined words.

Ways of Helping Left Handed Children:

- Ensure that they always sit to the left of a right-hander.
- Try and see that the light shines over their left shoulder.
- Encourage them to hold the pencil slightly higher up so they can see the point.
- Remind children to lift and move their pencil at the end of each word.

Resources:

Teachers may refer to 'The Handwriting File' letter formation teachers' book. Handwriting for Windows and The Handwriting Files will provide worksheets for daily use. The school provides pencils and pens. In KS2 Berol Handwriting should be used. The use of Biro's should be discouraged. In KS1 the children will use the red handwriting books for handwriting practise, apart from use of the worksheets from 'The Handwriting File'.

Support for Learning:

Children who are experiencing difficulty with their handwriting will be supported initially through quality first teaching. A programme will be agreed to support the child's progress. Continuing concern following the implementation of this programme may result in referral to the inclusion team, and in extreme cases, the occupational therapist for assessment and advice.

Special Education Needs:

- All children are entitled to a handwriting curriculum that caters for their individual needs, offers equal access and opportunity and enables them to participate fully in all areas of the handwriting curriculum.