



# Baslow St-Anne's C of E Primary



*Growing healthy minds and hearts together*



“Life in all its fullness”

## HANDWRITING POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	English Lead – Tom Osborn
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<b>Date of Review</b>	<b>Minute Number</b>	<b>For Next Review</b>	<b>Comments</b>
2017		2021	
12/09/2022	05-C&S-09-22		Number formation guide amended – T. Osborn

## **Principles and Values**

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life, nurturing and embedding our key values of: respect, kindness and trust.

## **AIMS**

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 learn cursive handwriting, which teaches them to join letters as a series of flowing movements and patterns. Links are made between handwriting, phonics and spelling.

We believe that developing handwriting is a life skill and will aid developing confidence and self-esteem.

## **STATUTORY REQUIREMENTS**

Statutory requirements for the teaching and learning of English are laid out in the New National Curriculum English Document (2014) and in the Physical Development and Literacy section of the Early Years Foundation Stage (2021)

**In the Early Years Foundation Stage 2** children should be given the opportunities to:

- ✓ Give meaning to marks they make as they write
- ✓ Use some clearly identifiable letters to communicate meaning
- ✓ Engage in activities requiring hand-eye co-ordination
- ✓ Use one handed tools and equipment
- ✓ Draw lines, circles and patterns using fine and gross motor skills
- ✓ Handle and manipulate a variety of objects with increasing control
- ✓ Learn how to hold a pencil effectively with good control
- ✓ Begin to use anti-clockwise movements and re-trace vertical lines
- ✓ Begin to form recognisable letters correctly and learn the correct lower case formation and where appropriate, to be introduced to upper case formation
- ✓ Develop a preference for a dominant hand
- ✓ Start and finish letters correctly

**At Key Stage One (Years 1 & 2)** children should be taught:

- ✓ To write left to right and top to bottom of a page
- ✓ To form letters of regular size and shape
- ✓ To put regular spacing between letters and words and learn positioning of letters on lines
- ✓ How to form lower and upper-case letters
- ✓ How to join letters
- ✓ The importance of clear and neat presentation in order to communicate their message effectively

**At Key Stage Two (Years 3-6)** children should be taught:

- ✓ To write legibly and to join with increasing consistency, fluency and speed
- ✓ To use different forms of handwriting for different purposes

All children are taught the skills appropriate to their age group but also their own personal learning journey and as such, the above break down of skills is intended as a general guide.

### **THE GOVERNING BODY**

Regular reports are made to the Governing Body and in particular to the English Key Role Governor, on the progress of English provision, including handwriting.

This Policy will be reviewed every three years or in the light of changes to legal requirements.

### **TEACHING AND LEARNING**

#### **General**

- Display writing throughout the school includes exemplary cursive handwriting, children's handwriting at different stages, block letters and computer generated writing.
- When marking and commentating in feedback to the children, staff use cursive handwriting as appropriate (discretion used in EYFS and KS1).
- Children are given the experience of a variety of writing tools.
- Children use blue pens, earning 'Pen Licences' from Year 4 upwards. All Year 6 children will write in blue pen (not biro).
- Photocopiable masters, Nelson text books, handwriting books and lined books/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 and hold their pencil/pen in the correct 'pincer' grip throughout school.

#### **Foundation Stage 2**

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 phonics and play based activities.

Letter formation in sand, playdough, tracing etc. then lower case formation, size and position and if appropriate, then moving onto upper case letters: formation, size then positioning.

(See Appendix 1)

#### **Key Stage 1**

Children start practising using their cursive style to begin joining their letters from Year 2 onwards. Handwriting is taught regularly, with regular formal sessions taught throughout the week. Furthermore, it is linked to their phonics session within the teaching of Literacy. The children are taught to:

- ✓ *Develop their fine motor skills with a range of multi-sensory activities*
- ✓ *Practise patterns and free flowing hand motions*

- ✓ Write both lower and upper-case letters
- ✓ Write from left to right and from top to bottom
- ✓ Start and finish letters correctly
- ✓ Be consistent with size and shape of letters and 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
- ✓ Have a correct posture and position

## **Key Stage 2**

During this stage the children continue to have handwriting as a direct focus at least twice a week and regular standalone practise of handwriting. Our aim is for the 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
- Block print where appropriate for labelling maps and diagrams

## **Letter Formation and Cursive Style**

See Appendix 1 for letter formation and cursive style that will be taught consistently throughout the school.

## **ASSESSMENT**

*Children are assessed continuously throughout the school, through the use of formative, summative, self and peer assessment. Please refer also to our Assessment Policy.*

*Devised by the whole staff.*

*Written by T. Osborn*

*January 2021*

*Reviewed: September 2022*

# **Appendix 1**

- ✓ Upper case letters never join
- ✓ Join cursive lower-case letters from the base line

Aa Bb Cc Dd

Ee Ff Gg Hh Ii

Jj Kk Ll Mm

Nn Oo Pp Qq

Rr Ss Tt Uu Vv

Ww Xx Yy Zz

Number Formation guide

0 1 2 3 4 5 6 7 8 9