

Hinchley Wood Primary School

Handwriting Policy

Our aim at Hinchley Wood Primary School is that every child should develop a clear, legible, fluent and joined style. In line with the new curriculum, children are taught about the different handwriting families, including number formation (see appendix 1 for handwriting families).

During handwriting sessions, all children should be taught to:

- Sit correctly at a table, holding a pencil comfortably and correctly
- 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'

Where possible, left handed children should be sat on the left of a right handed child.

In Reception, children are taught how to shape each letter correctly through printing. In the early years, there will be planned opportunities to develop children's fine motor control. From Year 1 children are taught the cursive script and use handwriting books with guidelines. There will be daily opportunities to learn the lead-ins and lead-outs. Children will be encouraged to start joining their handwriting when they are ready. From Year 2 onwards, handwriting is taught in short sessions and regularly timetabled. During these sessions, teachers model letter formations and joins. Additional handwriting practice will take place for children who require extra support i.e through provision mapping groups or 1:1 support.

All staff model the handwriting policy and use a neat, cursive script when marking children's work. All staff ensure they demonstrate clear, legible writing when writing on the whiteboard in all lessons.

Children on the SEND register or those with specific needs are provided with handwriting aids in order for them to form their letters correctly and meet individual targets. These resources may include writing slopes, pencil grips, magnetic boards, triangular pencils and handwriting books with larger lines.

Teaching the joins

1. Begin with baseline joins e.g. *al*
2. Horizontal joins/top joins e.g. *oo*
3. Anti-clockwise joins w.g. *cc*

Support at Home

A copy of the alphabet (printed for EYFS) and cursive for Year 1 upwards is sent home at the start of the school year so that parents are aware of the correct letter formation. Pupils are encouraged to correctly form their letters during homework tasks and may also be set handwriting activities as homework.

Assessment

Key Stage leaders in team meetings and senior leaders through SLT meetings should monitor children's writing and presentation in books regularly (at least termly). The following should be considered:

- Is the writing generally legible?
- Are the letters correctly shaped and proportioned?
- Are the joins made correctly?
- Are the spaces between the letters, words and lines appropriate?
- Is the size of the writing appropriate?
- Is their writing consistent across all subjects?
- Are the writing standards achieved by the majority of pupils in line with the National Curriculum?

A uniformed handwriting style should be consistent throughout the school; this will be evident on display boards and in book scrutinies.

Individual assessment

Children should be observed as they write during handwriting lessons – the teacher must circulate, monitor and intervene. Teachers also need to monitor and mark whole pieces of writing. The following should be considered:

- Is the posture correct?
- Does the child hold the pencil correctly?
- Does the child use the correct movement when forming and/or joining letters?
- Are any letters reversed?
- Does the child write fluently and rhythmically?
- Is the writing easily legible?

Written by: Emily Conroy (Literacy Subject Leader)

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Appendix 1 - Handwriting Families

Long ladder: i, u, y, l, t, j

Curly caterpillar: c, o, a, g, d, q, e, s, f

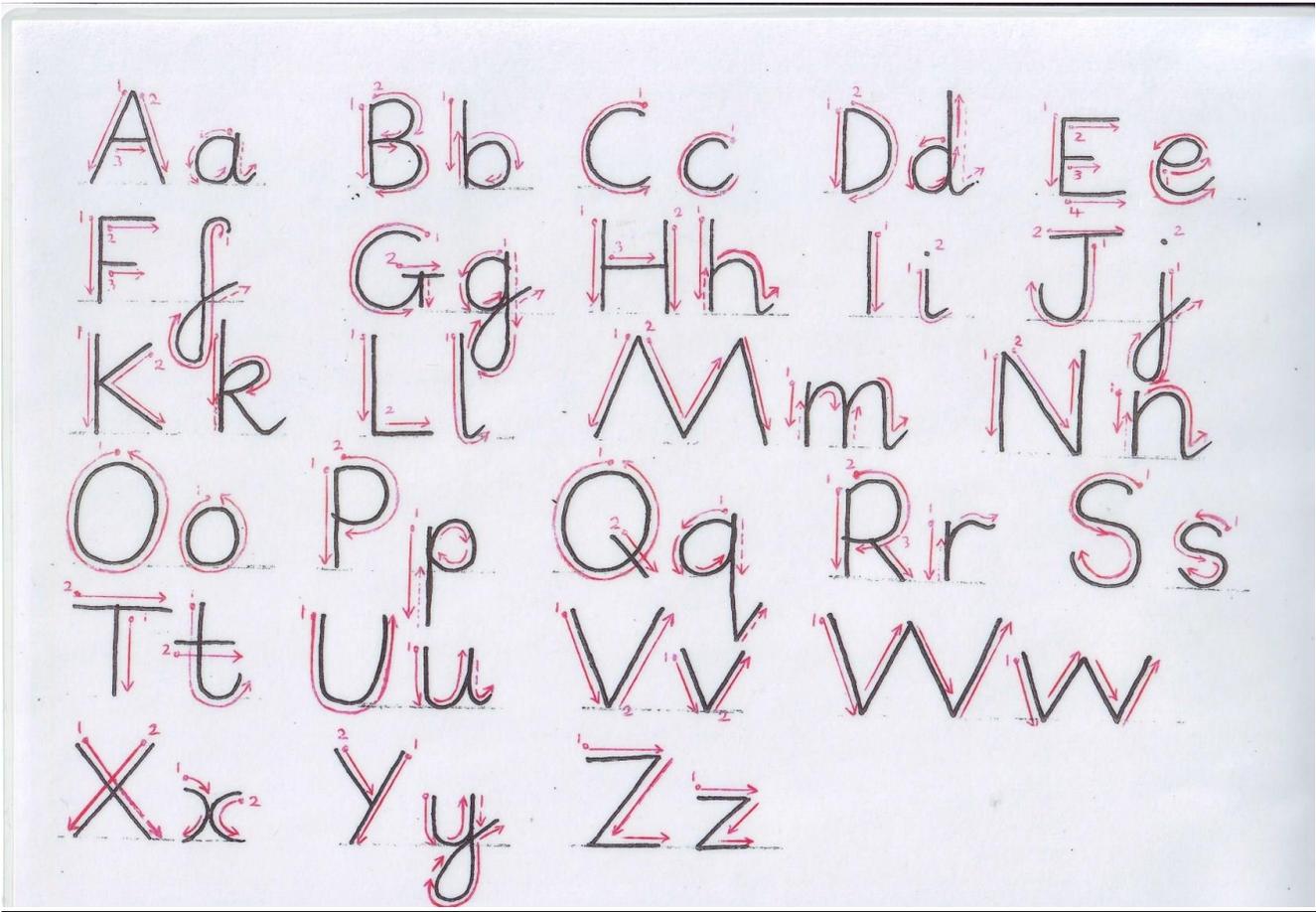
One armed robot: r, n, m, h, b, p, k

Zig Zag: v, w, x, z

Long ladder letters		↓ l i u t y j
Curly caterpillar letters		↻ c a d g q o e s f
One-armed robot letters		↑ r n m h b k p
Zig zag monster letters		→ z x v w

Appendix 2 – Letter formation

EYFS



Year 1 Onwards

My Alphabet Writing Mat

i l t j u y Long Ladders 

c o a d g q e Curly Caterpillars 

h n m r b p k One-armed Robots 

w w x z Zigzag Monsters  *f s* Curly Caterpillars 

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