



MANOR BEACH PRIMARY SCHOOL HANDWRITING POLICY

REVIEW DATE: APRIL 2021

REVIEW DUE: APRIL 2023

Manor Beach Primary School Handwriting Policy

Aims:

As a school our aims in teaching handwriting are that the pupils will:

- Experience coherence and continuity in learning and teaching across our school
- Experience handwriting as an automatic process that does not interfere with creativity
- Develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.
- Understand the importance of clear and neat presentation in order to communicate meaning clearly and take pride in the presentation of their work
- Be able to write quickly to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes.
- Show a consistency in handwriting formation across the school.

During and at the end of the Early Years Foundation Stage children will be taught:

- Movements to enhance gross motor skills such as air-writing, pattern making, dancing.
- Exercises to develop fine motor skills such as making marks on paper, whiteboards, blackboards, sand trays, iPads and tablets.
- How to hold a pencil in an effective manner for writing and be encouraged to correct any errors in grip.
- To understand that letters are written on a base line
- To form some recognisable letters, capital letters and numerals.
- An understanding of different shaped letter families.
- To sit in the correct position and hold a pencil correctly to allow fluid movement.
- To improve fine and gross motor skills by enjoying drawing letter patterns in a variety of writing materials such as modelling clay, air writing, sand trays, felt pens, crayons, pencils, IWB, iPads/tablets.
- To develop a recognition of and make patterns
- Write their first name, using a capital letter for the beginning and correct letter formation

During Key Stage One children will:

- Continue gross and fine motor skills exercises.
- Practise handwriting in relation to spelling patterns
- Learn where and when to use capital letters and numerals through learning and practice.
- Write legibly using upper and lower case letters Ensure that letters sit on the base line and are consistent in size
- Leave the correct space between words

- Form capital letters and use where appropriate
- Form numerals that are consistent in size and sit on the base line
- Improve the speed of writing and begin to write automatically so promoting creativity in independent writing

During Year 2 children will:

- Continue gross and fine motor skills exercises.
- Begin to form letters with “leads in” and “leads out” progressing to fully cursive script
- Receive cursive handwriting reinforcement, learning and practice.
- Practise handwriting in relation to spelling patterns
- Learn where and when to use capital letters and numerals through learning and practice.
- Write legibly using upper and lower case letters with correct joins
- Ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation
- Leave the correct space between words
- Form capital letters and use where appropriate
- Form numerals that are consistent in size and sit on the base line
- Improve the speed of writing and begin to write automatically so promoting creativity in independent writing

During Key Stage Two children will:

- Continue to practise the four handwriting joins a) diagonal joins to letters without ascenders, b) horizontal joins to letters without ascenders, c) diagonal joins to letters with ascenders d) horizontal joins to letters with ascenders.
- Practise handwriting to ensure consistency in size and proportion of letters and words and clear ascenders and descenders.

Inclusion:

Teachers of children whose handwriting is limited by problems with fine motor skills should develop a programme designed for the individual child. This may involve extra handwriting sessions and access to extra resources.

All teachers should be aware of the specific needs of **left-handed pupils** and make appropriate provision:

- Paper should be positioned to the left for right handed pupils and to the right for left handed pupils and slanted to suit the individual in either case;
- Pencils should not be held too close to the point as this can interrupt pupils’ line of vision;
- Pupils should be positioned so that they can place their paper to their left side;
- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space;

- Extra practice with left-to-right exercises may well be necessary before pupils write left-to-right automatically.

To be reviewed: April 2023

“Inspiring Minds, Shaping Futures”

