

## **Bunny C of E Primary School**

### **Handwriting Policy**

#### **Rationale**

The skill of handwriting needs to be taught. It is not a natural skill that will grow and develop like speaking or walking. Handwriting is a motor activity. A movement stored in the body rather than in the conscious memory. An effective handwriting policy is based on a style that is quick and easy to learn. At Bunny C of E Primary School, we aim to teach children to develop a neat, legible style that eventually will become automatic to use. An automatic style releases the brain to concentrate on the content of writing i.e. spelling, grammar, syntax, style and content. Handwriting should be taught alongside phonic and spelling knowledge at all stages. Effective teaching of handwriting can only be achieved through modelling. All members of staff (including teaching assistants, supply teachers and students) are provided with appropriate handwriting models and are expected to promote the agreed handwriting style by their own example. Staff should model accurate handwriting regularly and children must practise by carefully copying and repeating. It is important to observe children writing to ensure they are forming letters correctly.

#### **AIMS**

Teaching of handwriting aims to ensure that children:

- Achieve a neat, legible style with correctly formed joined letters
- Develop flow and speed
- Understand the need to develop a good handwriting style
- Eventually produce the letters automatically in their independent writing

Children at Key Stage 2 are aware that they need to balance speed and neatness to achieve a writing style appropriate to a task.

#### **TEACHING AND LEARNING**

- Handwriting is taught as discrete lessons in classes, groups or individually as appropriate in Reception, Years 1, 2 and 3. Pupils in Year 4 – Year 6 will be expected to apply their handwriting skills and write in a joined up style in all curriculum subjects.
- Teachers will supervise children as they write.
- Lessons follow a 'Teach, Practise, Apply' cycle.
- Teachers (including teaching assistants, supply teachers and students) must model correctly formed letters and joined handwriting (from Year 2 upwards) at all times –

writing on the board and marking books. Pupils will practise their handwriting skills in a handwriting book.

- High expectations of handwriting and presentation are needed by all staff
- Display throughout the school includes printed writing in Reception and Key Stage One and computer generated writing.
- From Year Four upwards, children may start to use a handwriting pen (not biro) if teachers feel that they are ready to receive a handwriting license.

Letters to be left un-joined in Year 2 are as follows: - **b, g, j, k, p, q, s, x, y and z**. Pupils in Year 3 will be taught how to join these letters in discrete handwriting sessions.

### HOW HANDWRITING IS TAUGHT IN SCHOOL

Handwriting skills are taught regularly and systematically. At Bunny C of E Primary School the Reception teacher provides plenty of practice in using pencils, crayons and other writing implements to encourage children to gain confidence in drawing and in producing controlled lines. We will encourage children to write each letter using controlled movements as shown in the letter formation guides (see appendix). The letter formation guides are taken from the published scheme Read, Write, Ink. Teachers will use a 'rhyme' to help children to remember how to form the letter correctly along with displaying a visual representation of each uppercase and lowercase letter. Children will be taught how to write letters in family sets. The sets are arranged in line with letter formation starting points. Ascenders are sometimes referred to as 'sky' letters, ordinary letters are 'grass' letters and descenders are 'ground' letters.

Children in **Year One** will recap the learning taught in Reception and then move onto practising writing whole words and sentences. We will practise handwriting with the children alongside their spelling practice. We will encourage the use of tidy and well-formed writing in all independent work.

Children in In **Year Two**, the children will be taught the **four basic joins**:

- **slope joins to letters without ascenders,**
- **bridge joins to letters without ascenders**
- **slope joins to letters with ascenders**
- **bridge joins to letters with ascenders**

Ascenders are sometimes referred to as 'sky' letters, ordinary letters are 'grass' letters and descenders are 'ground' letters.

Children in Year Two will practise handwriting alongside their spelling practice. We will encourage the use of tidy and well-formed writing in all independent work. Year Two children will be encouraged to apply their handwriting skills in all subjects. **At this stage, do NOT join the following letters: b, g, j, k, p, q, s, x, y and z**

In **Year Three**, the children will build on joining skills taught in Year two and will be taught the following:

- **Introduce the letter 'k' as a joining letter,**
- **Introduce joining from the following letters: b, g, j, p, q, s, x, y and z**
- **Incorporating new forms of letters f and x**
- **Practice the system of total joining**

Ascenders are sometimes referred to as 'sky' letters, ordinary letters are 'grass' letters and descenders are 'ground' letters.

Children in Year Three will practise handwriting alongside their spelling practice. We will encourage the use of tidy and well-formed writing in all independent work. Year Three children will be encouraged to apply their handwriting skills in all subjects.

Pupils in **Years, 4, 5 and 6** will be expected to use joined writing for ALL writing, except for special projects or other aspects of presentation where different styles are required. For example, pupils may use printed script or capital letters for titles, headings, posters etc.

We will ensure that each child holds the pencil comfortably and appropriately.

Children in Year four, five and six will practise handwriting alongside their spelling practice. They will not engage in formal handwriting lessons unless their letter formation requires further practice. We will encourage the use of tidy and well-formed writing in all independent work. Years four, five and six children will be encouraged to apply their handwriting skills in all subjects.

Children will be rewarded with a 'pen licence' if their handwriting and presentation is consistently neat and correct.

### HANDWRITING POSITION

See Appendices

### CORRECT PENCIL GRIP

See Appendices

### PROVISION FOR LEFT-HANDED CHILDREN

Left handed children should always sit on the left side of right-handed children, so that they are not competing for space. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body. Teachers are alert to the fact that it is very difficult for left-handed pupils to follow handwriting movements when they are modelled by a right-handed teacher.

## INCLUSION

Children with special needs in handwriting will be helped by appropriate teacher intervention. Additional support and advice is available from our Special Needs Coordinator. Children at both key stages will have access to a range of writing tools (including pencil grips and specialist pens and pencils) and will be given guidance about which are best suited to their needs. Pupils with specific learning difficulties find cursive handwriting useful because the writing implement stays on the page for the majority of a word. 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. Children with special educational needs will be given opportunities to present written work for display and they will be encouraged to see the need for developing a neat, legible style.

## CHILDREN WHO JOIN BUNNY C OF E PRIMARY FROM ANOTHER SCHOOL

As new children start at Bunny C of E Primary School, their class teacher should assess their handwriting and judge whether an intervention needs to be put into place. If they have their own personalised handwriting that is neat, legible and they can write at speed, there is no need to encourage them to change their style. New starters that don't have a legible style need to be made aware of how we join writing at Bunny C of E Primary School by looking at examples of children's writing, see correct writing modelled by staff and by taking part in daily handwriting lessons. These children should be regularly monitored to check that they are using the correct style.

