



VALLEY INVICTA
PRIMARY SCHOOL AT
HOLBOROUGH LAKES

Handwriting Policy

Key document details

Policy number:

Policy type
School

Colleague responsible:
Headteacher

Date:
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February 2021

Handwriting Policy

Aims

At Holborough Lakes we aim to have a consistent cursive approach across the whole school to ensure high levels of presentation.

When learning handwriting at Holborough Lakes pupils will:

- Experience coherence and continuity in learning and teaching across EYFS, KS1 and KS2.
- Develop a recognition and appreciation of pattern and line.
- Understand the importance of clear and neat presentation in order to communicate meaning clearly.
- Take pride in the presentation of their work and therefore study handwriting with a sense of enjoyment and achievement.
- Be able to write quickly to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes.
- Use their skills with confidence in real life situations.
- Develop a fluent, cursive style with a lead-in from the line.

Knowledge, Skills and Understanding

At Holborough Lakes children will work through the following targets:

- Use a pencil, and hold it effectively to form recognisable letters [with 'kicks'/'flicks'] which are increasingly correctly formed.
- Write most letters, correctly formed and orientated, using a comfortable and efficient pencil grip.
- Write with spaces between words accurately.
- Use the spacebar and keyboard to type their name and simple texts.
- Write legibly, using upper and lower-case letters appropriately, and with correct spacing within and between words.
- Be taught a cursive writing style with a lead in from the line from EYFS to Year 6.

Teaching and Learning

EYFS/ KS1

Handwriting will be taught separate to phonics although cursive handwriting is modelled in phonics sessions. Children revise their cursive lowercase letters first, and then transition to capitals and families of joins.

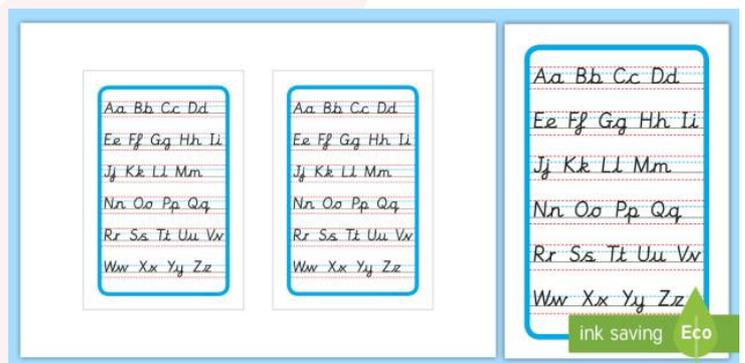
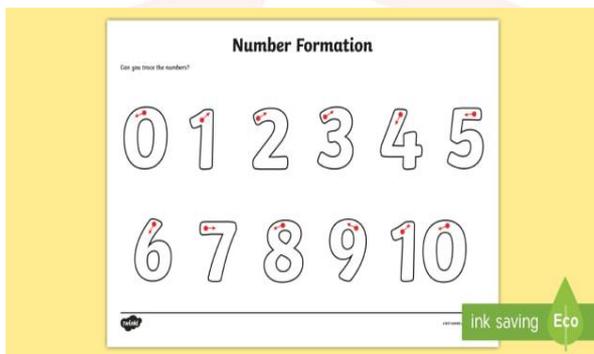
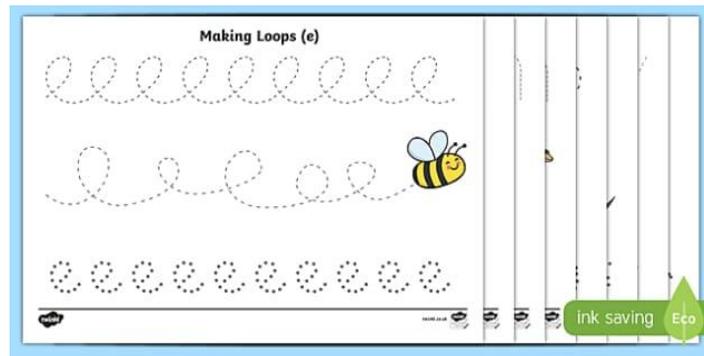
EYFS

- Children are to be introduced to pre-cursive and cursive script at the earliest stages of writing.
- Children in EYFS should be writing in the pre-cursive script to enable an easier transition in Year 1 into the cursive script. Our expectation is that by the end of year pupils will start to transfer towards a cursive script depending on their skill and ability.
- Displays in EYFS should include models of cursive script.



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- Implements such as large chalks, whiteboard pens and chunky pens etc are used by pupils to rehearse skills on paper, whiteboards boards, pavement etc.
- The pupils use Write Dance techniques to develop pre writing skills.



Year 1

Children will be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly.
- form capital letters.
- form digits 0-9.
- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

- c a o
- e s i r
- u n m
- v w z x
- d b h l t k
- g y j f

Phase 3

- ch sh th
- ng ai ee
- igh oa oo
- ar or ur
- ow oi ear
- air er ure



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Year 2

Children will be taught to:

- write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
- use spacing between words that reflects the size of the letters.
- numbers will be correctly formed.
- Capital letters will be correctly formed.

<p>First join; un um ig id ed eg an or ing ung</p> <ul style="list-style-type: none">• Second join; ch sh th tl ll ill sli slu ck ack st sti ink unk• Third join; od pg re ve oon oom• Fourth join; wl vl of ff fl flo• in ineut ute• ve viok oh• sh as es (practising two ways of joining the letter s)• ri ru ry (practising joining from the letter r)• oa ad as (practising joining to and from the letter a)	<ul style="list-style-type: none">• ee ea ed (practising joining from the letter e)• ow ov ox (practising joining from the letter o)• ky hy ly (practising joining to the letter y)• ha ta fa (practising joining to the letter a)• od oo og (practising joining from the letter o)• er ir ur (practising joining to the letter r)• ai al ay• o you oi• re oe fe (practising the horizontal join to the letter e)• fu wu vu (practising the horizontal join to the letter u)• ot ol ok (practising joining to ascenders)• ai al ow ol (practising all the joins)
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KS2

Children are encouraged to write legibly, fluently and with increasing speed by using cursive joined handwriting throughout their independent writing in English and across the curriculum. Handwriting will continue to be taught once a week in year 3, 4 and 5 with the aim of increasing the fluency with which pupils are able to write. This, in turn, will support their composition and spelling.

In Upper KS2 pupils should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes or a final handwritten version.



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Year 3

<ul style="list-style-type: none">• ning ping ting• oc od oo• ake ome are• fla flo fle• who wha whe• ie in il• inly ky ny	<ul style="list-style-type: none">• ap ar an• ick uck ack• practise writing with a slope• he• we• re• fte fir fin• wra wri kni (silent letters)
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Inclusion

The vast majority of pupils are able to write legibly and fluently. However, some pupils need more support and provision will be made for this shown in provision maps. Teachers of children whose handwriting is limited by problems with fine motor skills will liaise with the SENCO to develop a programme designed for the individual child. This may involve interventions or extra handwriting sessions and access to extra resources. Other areas that could be considered are posture, lighting, angle of table etc. Outside agencies can be contacted where appropriate. (See SEN file)

All teachers are 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 tilt their paper to their left;
- 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.

Teachers are alert to the fact that it is very difficult for left-handed pupils to follow handwriting movements when a right-handed teacher models them.

Curriculum Links

Computing: During computing lessons pupils are given an increased awareness of the importance of presentation and the variety of handwriting styles/fonts available. Pupils are encouraged to evaluate a range of fonts and to select whatever is appropriate to suit particular purposes.

Teachers aim to model good handwriting themselves. They also discuss handwriting and presentation with the children on a regular basis and make sure they are a high priority in all subjects.