



# Stottesdon C. of E. Primary School



## Policy Statement: Handwriting

### Rationale

Our aim is that children will leave our school with a fluent, joined and legible cursive script. Children will understand the importance of presentation in order to communicate their ideas as clearly as possible.

### Purpose

- To achieve a neat, legible style with correctly formed letters in cursive handwriting
- To develop accuracy and fluency
- To improve spelling patterns
- To encourage children to take a pride in their work
- To provide equal opportunities for all pupils to achieve success in handwriting
- To help children recognise that handwriting is an important lifelong skill
- To learn that there are different forms of handwriting for different purposes e.g. Capital letters for posters, title pages and heading; print script for labelled diagrams, captions, sub-headings and labels; a faster script for notes or a clear neat hand for finished presented work.

### Guidelines

Children should be taught;

- A comfortable and efficient pencil grip (triangular pencils, special design pencils and pencil grips should be used if children are having problems)
- That their feet should be balanced equally on the floor, a straight back is important with chairs touched in closely to the table (the children know this as 'giving your chair a hug').
- To place their paper or book at an angle according to whether they are left or right handed and that the arm that they are writing with is supported on the table
- The correct orientation, size and shape (ascenders and descenders) of upper and lower case letters including appropriate spacing between words
- Handwriting/physical exercises (e.g. Speed Up, Nelson exercises, Storycise) to support strength and co-ordination

**Children in Reception** will be taught the correct orientation of letters with their flicks and become secure in using these before beginning to join the letters. (See all staff handwriting folder for examples of individual letter formation.)

**Year One** will begin to join letters once they are fully secure with orientation and correct flicks.

**Children in Years Four to Six** will be allowed to use a free flowing BLUE ink pen (Berol or cartridge – NOT BIRO) when their Literacy teacher feels they are demonstrating a fluent, joined and legible cursive script. This will be celebrated in Achievers when a pen licence and pen will be awarded. Once a pen licence has been awarded children may also write in pen for their homework.

Children should be taught the four basic handwriting joins in the order set out in the Nelson Handwriting Scheme/Red Level and using any spelling pattern or phonic links:

1<sup>st</sup> Join: un, ig, ed, an, ng, in

2<sup>nd</sup> Join: ch, th, ill, sl, ch, st, nk, ut

3<sup>rd</sup> Join: og, re, oo, ve ri, ow, oa

4<sup>th</sup> Join: wl, of, fl, ok

Break letters: g, j, x, y, z

The Yellow Level is used as a revision tool for these first four basic joins. Books 1 and 2 Level are used in Key Stage 2 as further revision and consolidation of joins.

The school has purchased a font 'add on' for word which is based on our cursive writing. Children should become familiar with a variety of font styles but staff may choose to use this font to support progression, particularly in the early years.

Handwriting is taught in discrete class sessions and children are given time to practise it regularly in independent sessions.

Children with specific handwriting needs will be supported accordingly. Where appropriate learning walls and class displays will use examples of cursive script.

Reviewed: June 2018

a aaa b bbb c ccc d  
ddd e eee f fff g ggg h  
hhh i iii j jjj k kkk l ll  
m mmm n nnn o ooo p  
ppp qu qu r rrr s sss t  
ttt u uuu v vv w www  
x xxx y yyy z zzz  
box wax axe lazy  
zoo after fox

The quick brown fox jumps over the  
lazy dog. Jackdaws love my big  
sphinx of quartz. Heavy boxes  
perform quick waltzes and jigs.

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
0123456789