



## SPRINGFIELD COMMUNITY PRIMARY SCHOOL

### HANDWRITING POLICY

*“Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual. The golden thread running through our vision is the mental health and wellbeing of our school community. By creating a safe, supportive and relational environment for all, we enable our children to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.”*



# Handwriting Policy

Here at Springfield Community Primary School we are very proud of our pupil's handwriting and take particular care in our cursive/joined-up handwriting style. We use Letter-join as the basis of our handwriting policy that covers all the requirements of the 2014 National Curriculum.

Handwriting is a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

We aim to make handwriting an automatic process that does not interfere with creative and mental thinking.

As a catalyst to speedy handwriting we encourage parents and carers to use the Letter-join resources at home and can arrange for free access to the Home Edition of Letter-join.

Policy reviewed: **Sept 2023**

## School aims

We aim for our pupils to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.

By the end of Year 6 pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Method

Our teachers are encouraged to use neat, joined-up cursive writing for all handwriting tasks including report writing (when not word-processed), marking and comments.

### Consistency throughout the school

Pupils will experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our aim is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

## Handwriting frequency

Handwriting is a cross-curriculum task and will be taken into consideration during all lessons. Formal teaching of handwriting is to be carried out regularly and systematically to ensure Key Stage targets are met.

### FOUNDATION:

For our youngest pupils there will be two to three weekly sessions that will include the following;

- 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.
- Letter learning to familiarise letter shapes, formation and vocabulary.

### YEARS 1 TO 3:

Handwriting lessons will continue with one or two weekly sessions covering:

- Gross and fine motor skills exercises.
- Cursive handwriting reinforcement (from Summer term for Y1), learning and practice.
- Numerals, capitals and printed letters: where and when to use, learning and practice.

### YEARS 4 TO 6:

More advanced handwriting techniques will be taught during a weekly session focusing on:

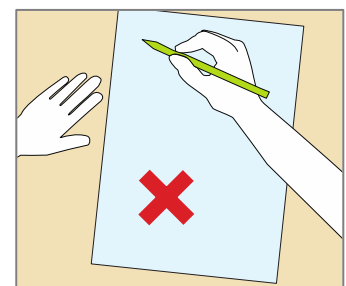
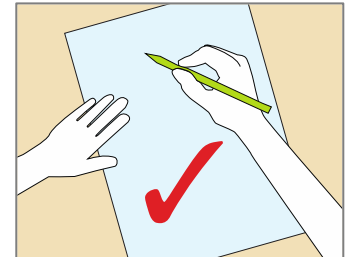
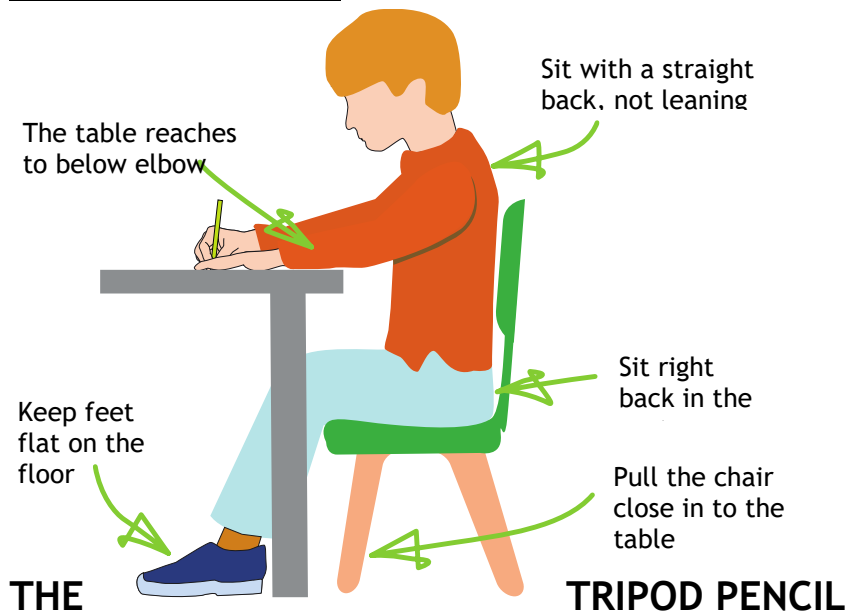
- Cursive handwriting, with a leading line re-enforcement.
- Form-filling/labelling using printed and capital letters.
- Dictation exercises to teach the need for quick notes and speedy handwriting writing.

To be reviewed every two years

# Correct posture and pencil grip for handwriting

Pupils will be taught to sit correctly at a table, holding a pencil comfortably and correctly.

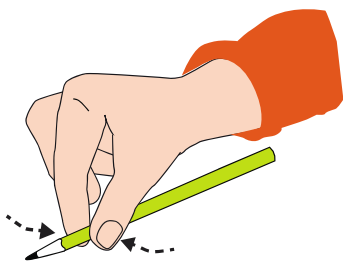
## SITTING POSITION



Paper position for right-handed children

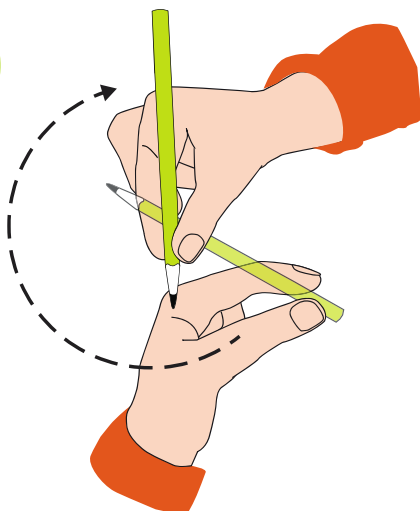
Both right and left handed children will be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.

1



1) Grip the pencil with your index finger and thumb with the nib pointing away.

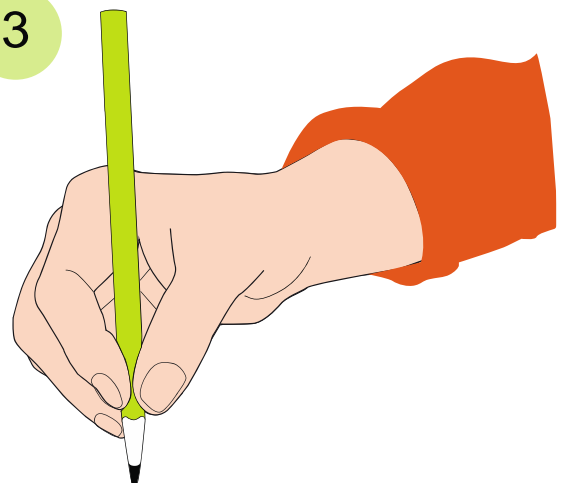
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3

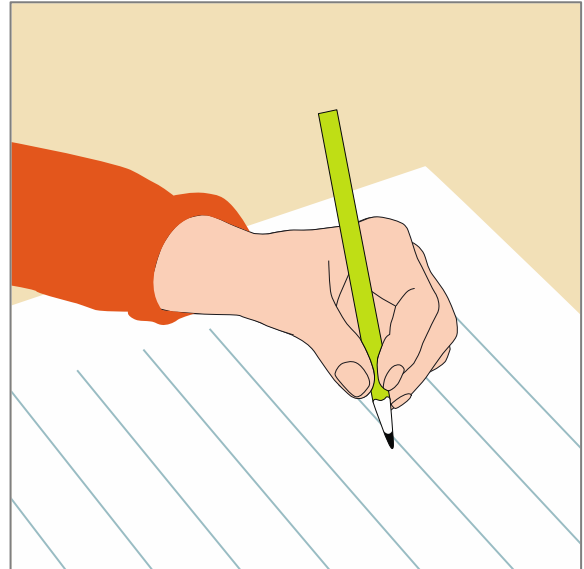
2) With your free hand, spin the pencil from underneath.

3) Use your middle finger to support the underside of the pencil.

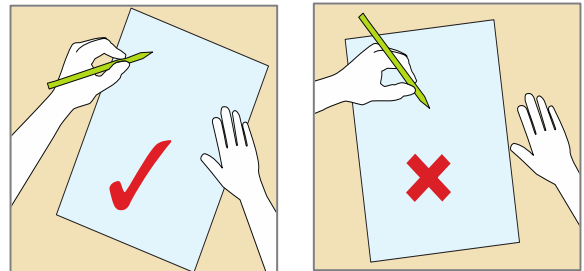


## LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate letter formation (and vice versa). Teachers will demonstrate to left-handers on an individual or group basis.



- Left-handed pupils will sit to the left of a right-handed child so that they are not competing for space.
- Pupils will position the paper/book to their left side and slanted, as shown.
- Pencils will not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.



Paper position for left-handed children

## INCLUSION

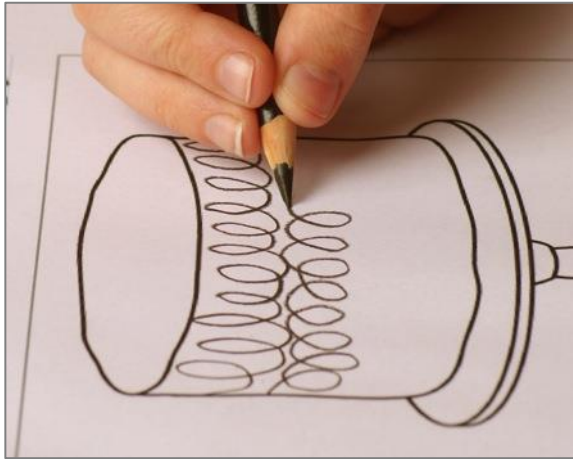
Children whose handwriting is limited by problems with fine motor skills, including left-handed children, and children with special educational needs, will be given one-to-one tuition to help achieve their optimum handwriting level.

## PENS AND PENCILS

Children will be encouraged to start handwriting using a pencil. When fine motor skills have been established and children become competent and have a developed neat handwriting style they will be awarded a pen license by the English SL.

# Key Stage Teaching

## FOUNDATION



- Sit in the correct position and hold a pencil correctly to allow fluid movement of the nib.
- Improve fine and gross motor skills by enjoying drawing patterns in a variety of writing materials such as modelling clay, air writing, sand trays, felt pens, crayons, pencils, IWB, iPads/tablets.
- Understand the language need to describe pencil movements in preparation of letter formation.

## RECEPTION

- Hold a pencil in an effective manner for writing and be encouraged to correct any errors in grip or stature.
- Begin to form some recognisable letters, capital letters and numerals.
- Have an understanding of writing their own name.
- Understanding different shaped letter families.
- Reception children will write without a leading line. This will be taught later.



# Key Stage Teaching

## KEY STAGE 1



- 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.
- Begin to form printed letters and understand when they are to be used.
- Improve the speed of writing and begin to write automatically so promoting creativity in independent writing.

## KEY STAGE 2

Improve quality, speed and stamina of handwriting.

- **Quality:** Ensure letters are consistently sized with equal word spacing and that ascenders and descenders are parallel and do not touch words on the lines above and below.
- **Speed:** Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.
- **Stamina:** Have the strength and mobility to be able to write for longer periods of time without fatigue.

**Dictation Exercises**

<p><b>Easy practice</b> A selection of CVC words, a list of numbers and an easy poem.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0ff;"> <p>dog hill bus 24 37 92</p> <p>I can eat a bun. Put it in my tum. Open up the top. Sip on my pop.</p> </div>	<p><b>Harder exercises</b> A list of phrases, easy sums and a three-verse poem.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0ffe0;"> <p>Over the hill 2 + 1 = 3</p> <p>A is an ant That seldom stand still. It made a nice house. Inside a hill. Nice little ant!</p> </div>	<p><b>More challenging</b> Shopping list, complex numbers and a written passage.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe0ff;"> <p>4 small sausages 12 medium barn eggs 29-10-2003</p> <p>My birthplace is Scotland but at seven I moved south to Lancashire. I have lived there since then, other than</p> </div>
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Have full knowledge and ability of the different forms of handwriting for different purposes:

- Neat, joined, cursive letters for writing passages and large amounts of text, lists and letters.
- Printed or capital letters for posters, notices, headings, labelling, and form filling.
- Speedy handwriting for note-taking and dictation where neatness is not as important and shortcuts, such as + instead of 'and', can be used.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parts of a Flower**

Put the labels into the correct places:

1. Stigma	3. Ovary	5. Pollen tube	7. Anther	9. Petal
2. Style	4. Ovule	6. Receptacle	8. Filament	10. Sepal

**Letter-join**  
Joined-up handwriting made easy

**Letter-join**

**An easy poem**

Firstly, listen to the poem at normal speed:

Secondly, listen to the poem a line at a time, pausing if necessary. Write down what you hear leaving gaps if you miss anything:

Next, listen to the poem again at normal speed and fill in any gaps you have left.

Finally, click here to see the written text >

I can eat a bun!  
Put it in my tum!  
Open up the top!  
Sip on my pop!

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

Copy Letters

A B C D E  
F G H I J K  
L M N O P  
Q R S T U  
V W X Y Z