

St. Mark's Catholic Primary School



Handwriting Policy

Proudly and joyfully, we love, live and learn as God's children

Be ready. Be respectful. Be safe.

Date policy was reviewed on: June 2024

Date for next policy review: June 2025

Person/s responsible for policy: K.Khan

Issued to: Staff, governors, parents and children

Intent

Handwriting is a basic skill that influences the quality of work throughout the curriculum. By 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.

Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

At St. Mark's, we want ALL children to be able to produce neat, legible handwriting which is a key life skill.

Aims:

- To develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- To develop pupil's gross and fine motor skills so that they are able to write
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Curriculum expectations

Teacher will follow the scheme of lessons set out in our scheme Letter Join. All teachers will teach and model handwriting at the start of each Writing lesson. Handwriting lessons will be put onto all classes timetable.

By the end of Reception, all children should write recognisable letters, most of which are correctly formed.

By the end of KS1, all children should:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- 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

By the end of KS2, all children should:

- Write legibly, fluently and with increasing speed by:
 - choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
 - choosing the writing implement that is best suited for a task

Teachers will model all handwriting to pupils highlighting areas of focus. Teachers will use thinking out loud to talk through the join/ joins they are modelling.

Teachers will mark handwriting according to the school’s feedback policy.

Fonts

Teachers will use the following fonts for all worksheets, writing on the IWB and for displays.

Reception will use **Letter-join Print Plus**. This font demonstrates correct letter formation.

Year 1 will use **Letter-join Air**. This font has lead in lines but is not joined which will support children in getting ready to join.

Year 2 and KS2 will use **Letter-join Plus**. This font has lead ins and is joined.

Pens and pencils

Children will start handwriting using a pencil. If a child is producing consistently neat, joined handwriting and all of their letters are correctly formed in line with the Letter Join scheme then they may be sent to Mrs Khan or a senior leader for a pen licence.

It is the school’s expectation that all children will be using a pen by Year 4. Pen Licenses will be given out in praise assemblies.

Assessments

Teachers in Reception, Year 1 and Year 2 will all complete assessments for all children to ensure correct letter formation.

Assessments will be completed on a termly basis.

This assessment will then support staff to deliver targeted interventions These assessment sheets will be a working document and will be displayed in classrooms and will be updated on a regular basis.

For Year 3-Year 6, this assessment grid will be completed for those children who demonstrate poor letter formation and presentation. As above, this data will be used to support targeted interventions.

Formative assessments will be completed on a termly basis. Children will be reassessed on letters that they formed incorrectly during the last assessment.

Assessment grids will be used and updated on a regular basic so that they provide an accurate record of children’s handwriting and can inform interventions.

Child	SEND	PP	m	a	s	d	t	i	n	p	g
Layla			1			1	1	1	1	1	1
Zachary			1			1	1	1	1	1	1
Manasse			1	1		1	1	1	1	1	1
Aarav			1			1	1	1			
Anaya											
Manraaj						1		1			
Marcus			1	1		1		1	1	1	1
Adyan											
Romane			1	1		1		1	1	1	1
George						1		1			
Amyra			1	1		1		1	1	1	1
Esmae						1	1	1			
Nathan			1			1		1			
Yusuf			1			1		1	1	1	1

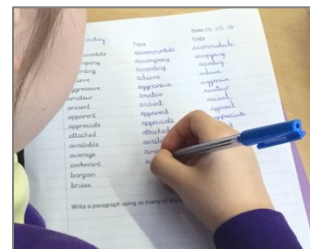
All children who are new to school will be assessed as soon as possible.

Inclusion and adaptations

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place through interventions and adaptations. Teachers in all classes will carry out regular assessments and track the progress of all children in their class. These assessments will inform whole class teaching and small group interventions.

Children in KS1 and those who require targeted support in KS2 will also be given handwriting books for all subjects to support their letter formation.

Children who need them will also be given pencil grips.



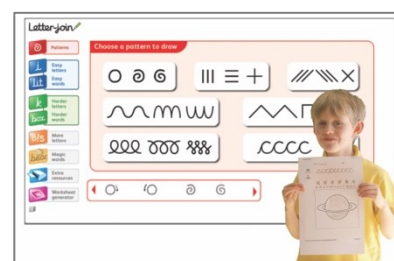
Key Stage Teaching

Early Years

In Reception children will:

- complete exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, tablets, etc.
- become familiar with letter shapes, their sounds, formation and vocabulary
- focus on correct sitting position and pencil grip for handwriting

At the end of Reception, children should be able to **recognise** and **form** all the printed, lowercase **letters of the alphabet**.



Lesson Planners

Key Stage 1: Years 1 and 2

Children in Year 1 will learn how to correctly write capital letters, use printed letters, numbers, punctuation, maths symbols and other symbols. Children will be confident in writing all the capital and printed letters, numbers from 0-9 and symbols. Children will also sit comfortably and correctly at their chairs using the correct pencil grip



In Year 2, children will move from print to cursive script. Teachers will use the Letter-Join Plus font. They will look at how to join letters correctly and develop their fluency and speed. They will form lower-case letters of the correct size relative to one another, write capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters and use spacing between words that reflects the size of the letters.

Lower Key Stage 2: Years 3 and 4

In Year 3 and Year 4, learners will continue to build on producing fluent, consistent and legible handwriting

On concluding this module, children will have practised applying size-appropriate handwriting to all areas of the curriculum whilst maintaining fluency and legibility.



Upper Key Stage 2: Years 5 and 6

In this module, learners will have plenty of opportunity to develop the stamina and skills to write at length, with accurate spelling and punctuation.

On completing this module, children will be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

Displays/ Teaching Resources

Teachers will use the Letter Join font for worksheets, for work on interactive whiteboards and for displays:

Reception – Letter Join Print Plus

Year 1 - Letter Join Air

Year 2 and Key Stage 2 - Letter Join Plus

- Teachers will model handwriting using appropriate paper and a black or blue pen

-All books will be labelled using the Letter Join font

- High standards of handwriting will be insisted upon when children are using white boards and this will be monitored regularly

Examples of expected presentation standards

India, Juliet, Kilo, Lima,
Mike, November, Oscar,
Papa, Quebec, Romeo,
Sierra, Tango, Uniform,
Victor, Whiskey, X-ray,
Yankee, Zulu.
Alpha ✓ k x 3 k k k
Victor ✓ whiskey
Alpha ✓ whiskey
whiskey whiskey

I appreciate that an amateur
athlete can achieve
appreciate appreciate
I appreciate that an amateur
athlete can achieve a high
standard in their sport.
It was apparent that
Joe's bruise came from
the aggressive boy in his
class.

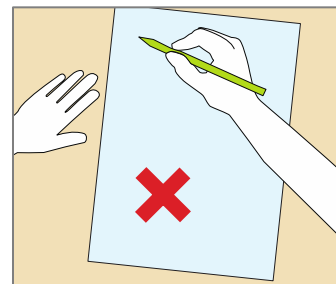
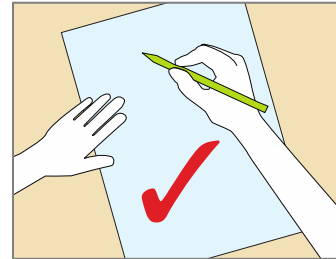
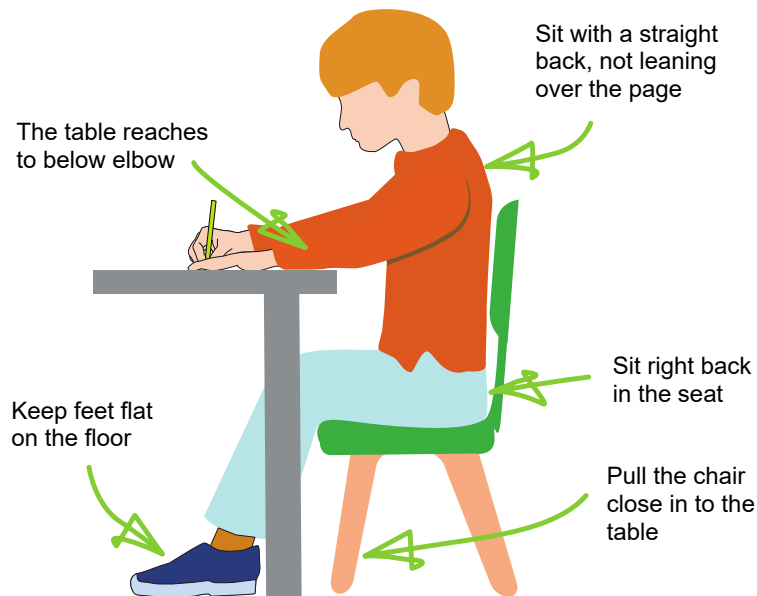
20.5.24
criticise criticise criticise
curiosity curiosity curiosity
A long time ago, people used
criticise other people because
of their skin. ✓

Appendix 1

Correct posture and pencil grip for handwriting

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

SITTING POSITION

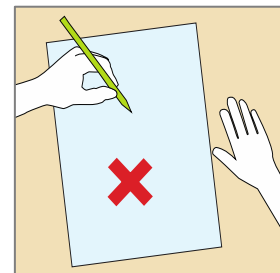
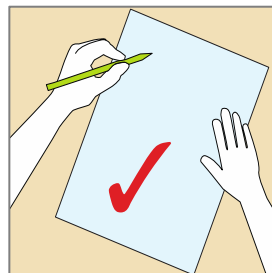
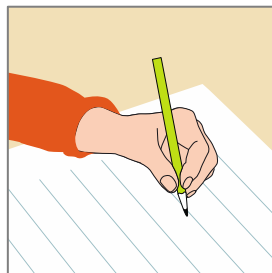


Paper position for right-handed children.

LEFT-HANDED CHILDREN

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

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should 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



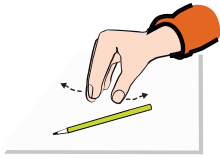
Paper position for left-handed children.

The Tripod Pencil Grip

Both right and left handed children should 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. We

use the Tripod Grip Rhyme:

Right-handed pencil grip



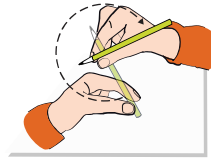
Point away the pencil,



Pinch it near the tip,



Lift it off the table,

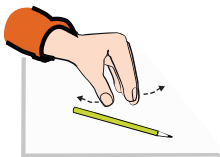


Spin it round...



and grip.

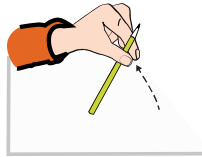
Left-handed pencil grip



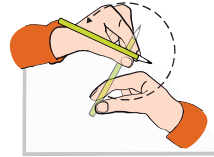
Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.

Printed alphabet for Reception and Year 1

Printed Plus lower case 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

Cursive letters for Year 2 and KS2

Cursive Lower Case Letters

