

St Peter's CE Infant School

HANDWRITING POLICY

Aims

- To teach the pupils to produce legible, joined and flowing handwriting through a structured framework.
- To teach good writing habits
- To encourage pride in the presentation of work

The teaching of print script with ligatures is introduced in the Foundation Stage because:

the letters are simple and legible
they are capable of being developed for use in cursive writing without major change
print script is commonly found in our environment

The teaching of cursive writing is introduced because:

it helps reduce reversals, inversions and mixing of upper and lower case letters within words
it facilitates the development of an individual style
it increases the speed, rhythm and ease of writing

Teaching handwriting

This occurs through direct teaching to whole class and groups through teacher demonstration. The children are observed and given advice and encouragement. Regular practice takes place through class, group or individual work. Staff correct mistakes as they occur during any aspect of written work.

Progression

This depends upon the dexterity of the child and pupils work at the stage most fitting to their ability.

Level of development might be as follows:

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| Foundation Stage | - mark making, left to right orientation exercises, patterns, correctly formed name, words in the environment - early letter formation: lower case in families of letters with ligatures - relevant capital letters .e.g. own name |
| Year 1 | - continue letter formation: starting and finishing letters correctly, writing patterns, regular shape and size of letters, regularising spaces of letters and words, writing patterns to encourage cursive script, introduction of cursive script with letters that join easily |
| Year 2 | - continuation of development of cursive script, leading to fluent, legible, joined handwriting by the end of Key Stage 1 - development of ability to write with speed whilst retaining a neat style |

Position

Pupils will be reminded of the importance of a good writing position with two feet on the floor. Position of paper will be discussed depending on hand and style used to allow for arm movement.

Grip

The tripod method is encouraged with pencil grips given when necessary. Any pupil starting St Peter's with an unusual grip but having a neat hand will be allowed to continue in that style if the tripod grip proves to be a hindrance.

Tools

H.B. pencils are used, with an option of a thicker pencil for the youngest and those with poor pencil control as considered necessary by the teacher. All pupils are given opportunities to write with a wide variety of tools and in Year 2 pupils are given opportunities to use handwriting pens for the presentation of work, particularly for display purposes. In Foundation Stage pupils develop fine motor skills through a range of activities (eg: threading) and develop their handwriting using a range of mark making materials (eg: paint brushes and pens).

Classroom Environment

There is a range of print and cursive writing, both hand written and word-processed, around the classroom and on display boards.

Organisation of Writing

Handwriting varies according to the audience and the purpose of the piece. A first draft may contain a number of corrections. Children circle their mistakes and continue. Children are encouraged to take greater care when writing for special occasions and display. It is only during this stage of writing that erasers might be used.

Assessment

Key Stage 1 Statutory Assessment Tasks and Tests are used at the end of Key Stage 1 to support the teacher assessment and provide an end of Key Stage 1 level.

Information to Parents

A sheet is available to parents on request that shows the letter formation that is taught in school. Teachers are always available to discuss individual problems with any parent.