



Trinity St. Peter's  
Church of England Primary School  
where children shine

## HANDWRITING POLICY

This policy should be read in conjunction with the school's English policy.

### Aims

- To understand that guidance on handwriting is subjective to each and every individual.
- To use a well-formed, cursive style of handwriting.
- To raise attainment for all pupils in handwriting through a consistent approach to the teaching of handwriting throughout the school.
- That we are consistent in the way in which we form individual letters by following the whole school handwriting approach
- That we are consistent in the way in which we teach cursive letters, which will lead to most pupils using cursive writing spontaneously
- That teachers and support staff use all opportunities to model the agreed cursive style of handwriting when writing on the board or marking work.
- That teachers, support staff and pupils use all opportunities for writing as handwriting practise, regardless of subject.

### Foundation Stage

- The teaching of letter formation can be formal or through the areas of provision e.g. paint, sand, play dough, outside using water and painting on the wall / ground.
- In foundation stage letters are to be taught individually or related to the phonic sounds.

### Key Stage 1

- In KS1 the children undertake formal handwriting practice daily.
- The children practise their handwriting using pencil or pen in Year 2.
- Year 1 children are taught the correct letter formation as outlined below:

*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*

- From the start of teaching cursive writing, the individual letters need to be taught in groups with similar **formation not in alphabetical order.**
- Correct Formation of letters should be as above.

Suggested Groups are:

- a,d,g,q,c,o
- v, w - make sure the middle of w is as high as the sides
- n, m, h, r – make sure the middle of the m is the same as the sides
- u, y
- l, l, j
- x, z, s
- b, p
- f
- k
- e

All letters start and finish on the bottom line with the exception of:

- ‘top join’ letters – o, r, v, w. These start on the bottom line but have top linkage.
- ‘kick back’ letters – b, p, s. They start on the bottom line, go back to the letter and ‘kick on’ for the linkage.
- Where possible, Year 1 and 2 children are to practise handwriting in conjunction with spelling e.g. in year 2 when revising the long /a / sound, children practise joining ai and ay.
- When required, advice will be requested from Occupational Therapists or other relevant agencies to help with specific individual problems.
- Remedial measures are to be included in IEPs where relevant.

### **Key Stage 2**

- In KS2 the children undertake formal handwriting practice daily, with an emphasis on short, sharp and focussed sessions that are taught.
- Children practise handwriting in conjunction with spellings.
- The children practise their handwriting using a black Berol handwriting pen.
- In KS2 children continue to practise correct letter formation according to the schools agreed letter formation. The emphasis is on building upon the joins, ensuring consistency in size and proportion and using joined writing for all writing except where other special forms are required.
- In Years 5 and 6 NLS guidelines assume handwriting skills should be established and that children should have their own developed cursive style. However, in reality this is not always the case. Children in Years 5 and 6 then will have opportunities to revisit the basics and work on

the presentation side of their handwriting. Children should also be given opportunities to practise handwriting in conjunction with spellings.

- When required, advice will be requested from Occupational Therapists or other relevant agencies to help with specific individual problems.
- Remedial measures are to be included in IEPs where relevant.

### **Common Approaches**

We aim for all children to be using a pen going into Year 3.

All children in KS2 will practise their letter formation when completing Handwriting and spelling daily.

### **Materials**

Pens/Pencils

Pencils are provided by the school.

In Year 2 and KS2, black Berol handwriting pens will be available from school.

We discourage the use of roller balls or gel pens.

Left handed children use a black biro pen available from school.

### **Paper**

In year 1 the children practise their handwriting in red handwriting books. In

KS2 children practise their handwriting in purple handwriting books.

### **Posture**

Children should be encouraged to sit up straight with their feet on the floor.

The non-writing hand must be used to steady the book or paper.

### **Pen Grip**

The pen or pencil should be gripped comfortably between forefinger and thumb with the second finger below to steady it, using the dynamic tripod grip.

If you pick up a pen which is lying on the table in front of you with its nib towards you in line with your forearm, you instinctively pick it up in the correct grip.

### **Guidance for Left-handers**

Special rules apply for left-handers. They should sit on the left-hand side of double desks or tables. They must be able to rest their left forearms on the edge of the desk. The book or paper must slope in line with the left forearm.

As writing is completed down the page, the paper must be moved away from the body in the same line. The aim is to keep the left arm in much the same position at all times to avoid the elbow being cramped by the chest. Moving the paper away from the body prevents writing becoming cramped at the foot of the page. The right hand must be used to control the movement of the page. The left hand should end up below the line of writing to avoid smudging and to give a clear view of what is being written. Children should be discouraged from hooking their left hand above the line of writing to avoid smudging. Children will use a black biro when completing handwriting.

### **Guidance for Right-handers**

Right-handers find it helpful to slope the paper slightly and to move it away from the body as the page is completed.

### **Checklist for Teachers**

- When using Berol handwriting pens make sure the children use the same pen.
- Always check that the children are holding their pencil / pen correctly using the dynamic tripod grip.
- Posture is important, to sit up straight with their feet on the floor.

If a child's handwriting is to develop into a pleasing and consistent style, it is helpful to examine each piece of writing in the light of the following criteria:

1. Shape  
Are all letters properly formed and clear?
2. Joining  
Are as many letters as possible joined consistently?
3. Evenness  
Are letters of a consistent and reasonable size? Capitals can be too big, tall letters too tall, small letters too small.
4. Floating and Sinking  
Do letters sit on the line? Words sometimes float above or sink below the writing line. This happens because the writing hand is not moving steadily across the page.
5. Particular Letters  
Which letters are really well formed? Which ones need careful practise?

Revised and adopted by the Governing Body – Summer 2016