

## **St Christopher's Church of England Primary School Handwriting policy**

Children must be able to write with ease, speed and legibility to maximise the fluency, quality and quantity of their work. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns. If linked with spelling practice it can also aid accurate spelling as it helps children to develop a sense of whole words and common letter strings.

### **Teaching and Learning:**

Cursive style is quick and easy to learn, particularly when it is practised from an early age. Pupils will learn to form individual letters appropriately and accurately in EYFS and then, in Year 1, begin to join their handwriting as they are ready to do so. The school uses a continuous cursive script. This style has a closed b and p, an f with a loop at the back, a straight x and a straight z with no tail (see Appendix 1).

### **Aims:**

#### **We aim for children to:**

- Achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Develop flow and speed.
- Eventually produce the letters automatically and in their independent writing.

#### **In order to achieve these aims, the following principles are followed:**

- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate.
- Patterns are used initially, by writing with a variety of tools and using multisensory methods, to help free flowing hand motions and to develop muscle strength.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked with spelling.
- When marking or writing comments, members of staff use cursive handwriting as appropriate
- Teachers model cursive script by using it on IWB and whiteboards/flipcharts etc.
- Display writing throughout the school includes cursive writing and computer generated writing.

#### **Provision for left handed children:**

Left-handed children always sit on the left side of right-handed children, so their elbows don't bump and jog each other. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body, and to have their fingers about 1.5 cm from the point of their pencil.

#### **Resources and Writing Materials:**

Children are given experience of a variety of writing tools. Pens (handwriting and fountain pens, not biro) may be used in years 4, 5 and 6 by those children who have achieved a consistent, cursive style. Guidelines may be used with plain paper.

## **How handwriting is taught throughout the school:**

### **Foundation Stage**

In the Foundation Stage children take part in activities to develop gross and fine motor skills and recognition of patterns. Individual letter formation is taught, modelled and practised in working towards the objectives listed below at Key Stage 1.

### **Key Stage 1**

Children are taught how to form both lower case and capital letters and how to join them, whilst still developing fine and gross motor skills with a range of multi-sensory activities. Handwriting is taught daily and can be linked to the phonics session in a Literacy session.

The children are taught to:

- Write from left to right and from top to bottom.
- Start and finish letters correctly.
- Be consistent with the size and shape of letters and the spacing of letters and words.
- Have the correct pencil grip.
- Find a convenient position for their page.
- Have the correct posture and position

Once children are secure in the movements of each letter, cursive script can then be introduced. Words such as at, am, it, in, up, make good starting points. Teachers will refer to the National Literacy Strategy Framework for teaching for the order to teach the four basic joins;-

- diagonal joins to letters without ascenders, e.g. ai, ar, un
- horizontal joins to letters without ascenders, e.g. ou, vi, wi
- diagonal joins to letters with ascenders, e.g. ab, ul, it
- horizontal joins to letters with ascenders, e.g. oi, wh, ot.

### **Key Stage 2**

Handwriting is taught on a weekly basis. During this stage the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style and, by the end of Key Stage 2, be able to adapt their handwriting for the following different purposes:

- A neat legible hand for finished, presented work.
- A faster script for notes.
- Print for labelling maps or diagrams.

### **Assessment and Monitoring:**

Handwriting is assessed using APP grids at assessment points throughout the year as well as through mark schemes for end of KS1 and KS2 SATS. The consistent use and teaching of cursive script will be monitored through work scrutiny by the Literacy co-ordinator and Leadership team.

**Useful hints and tips to help children to enjoy handwriting and to take care with their presentation:**

- Writing with sand in a tray.
- Writing with chalk on a blackboard
- Forming and joining letters with paintbrushes on large sheets of paper
- Write letters on a partner's back and then guess the letter
- Display improved handwriting/good effort under heading 'Handwriting of the Week!'
- Use class reward system for presentation as well as content
- IWB games (See Appendix 2)
- 'Pen licences' for KS2
- Use ink and calligraphy pens
- Display excellent examples
- 'Handwriting Hospital' for those who are having difficulties
- Teach pencil grip and guide the child's hand if necessary
- Consider 3 levels of handwriting within your class (KS2); level 1 for note-taking, level 2 for teacher and peers to read (legible), level 3 for best presentation and display work
- Use fun warm up games and emphasise correct posture; children whose feet do not reach the floor find achieving a correct handwriting posture very difficult
- Copy interesting or favourite poems or extracts from texts
- Challenge children to outperform the teacher in terms of neatness and correct letter formation.

## Appendix 1

Handwriting font

abcdefghijklmnopqrstuvwxy

## Appendix 2

Useful IWB resources

### **Non cursive script IWB activities:**

Learn to write alphabet:

<http://www.kizphonics.com/learn-to-write-alphabet/>

Sky writing:

[http://www.ictgames.com/sky\\_writing.html](http://www.ictgames.com/sky_writing.html)

Star writer:

<http://www.kenttrustweb.org.uk/kentict/content/games/starwriter.html>

Get squiggling CBebbies:

<http://www.bbc.co.uk/cbeebies/get-squiggling/games/get-squiggling-letters/>

### **Cursive script IWB activities:**

Cursive letter formation:

*Video stimuli demonstrating cursive letter formation with accompanying worksheets:*

<http://www.teachhandwriting.co.uk/continuous%20cursive%20letters%20beginners.html>

Cursive letter joins:

*Video stimuli demonstrating cursive letter joins with accompanying worksheets:*

<http://www.teachhandwriting.co.uk/handwriting-join-continuous-cursive-letters%20.html>

Writing repeater:

*Teacher to input word to be played back in a continuous loop:*

[http://www.kenttrustweb.org.uk/kentict/content/games/writingRepeater\\_v6\\_withloop.html](http://www.kenttrustweb.org.uk/kentict/content/games/writingRepeater_v6_withloop.html)

### **Handwriting practise worksheets:**

**Non cursive script:**

<http://www.activityvillage.co.uk/handwriting-worksheets>

**Cursive script:**

<http://www.kidzone.ws/cursive/index.htm>

Agreed by Performance and Standards Committee 13.11.15

<http://www.superteacherworksheets.com/cursive.html>