

The Three Saints Federation Primary School

Handwriting and Presentation Policy

Statement of Intent

At The Three Saints Federation we are committed to providing a safe and secure learning environment that is friendly, nurturing, inspiring and supportive for all learners.

1. Introduction

“Handwriting is a tool that has to work. It must be comfortable, fast and legible.”

(Angela Webb, Chair, National Handwriting Association)

Children must be able to write with ease, speed and legibility. If they have difficulty, this will limit fluency and inhibit the quality and quantity of their work. It is important that the child's handwriting becomes a skill that requires little effort and thought, so that creative and physical energy can be focused on the content of writing, rather than upon the act.

We adhere to The British Dyslexia Association's recommendation that children learn the continuous cursive style. The key advantages are:

- By making each letter in one movement, children's hands develop a 'physical memory' of it, making it easier to produce the correct shape
- Because letters and words flow from left to right, children are less likely to reverse letters which are typically difficult (like b/d or p/q)
- There is a clearer distinction between capital letters and lower case.
- The continuous flow of writing ultimately improves speed and spelling.

We recognise that this might not be suitable for all children.

Aims

We aim for children to:

- Achieve a neat, legible style with correctly formed letters in cursive handwriting
- Develop flow and speed to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes
- To automatically use clearly formed and joined handwriting in all of their writing
- Use their skills with confidence, in real life situations

2. Teaching and Learning

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

Patterns relating to letter formations are first introduced using a variety of tools and multi-sensory methods. This develops free flowing hand movements and muscle strength. Letters are also introduced in varied, multi-sensory sessions: writing letters in the air, on backs or hands; orally describing letter shapes and joins with children using 'letter speak'; using a variety of writing materials including whiteboards, chalk, paints, felt pens, crayons, plasticine, cornflour mix, shaving foam etc.

- The cursive font, with lead-ins is taught as a specific skill, at least once a week for about 20 minutes, with additional, individual or group practise where necessary.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked with spelling.
- As digraphs are introduced, their corresponding joins are taught.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- Teachers model cursive script on IWB, whiteboards, flip charts etc.
- Displays around the school and classroom should model clear joined handwriting as well as other fonts.
- The cursive font should be displayed in classrooms to ensure familiarity with the style.
- Older children, especially those joining the school, will not be expected to adopt the cursive joined style if they already have a fluent, legible handwriting style.

3. Handwriting Progression

Reception

Children are to take part in activities that develop fine and gross motor skills.

The children are introduced to the cursive script as the Read, Write Inc letter groups are introduced and practise correct formation.

Year 1

Children should be taught to:

- begin to form lower case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting "families" (i.e. letters that are formed in similar ways, and to practise these.

N.B. The cursive script has a lead in and exit line that naturally encourages the children to join their handwriting. The children are to begin to join when they are ready.

Year 2

Children should be taught to:

- 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.
- *Use spacing between words that reflects the size of the letters*

N.B. If they have not already done so, children should begin to join their handwriting and understand which letters, when adjacent to one another, are best left unjoined.

Year 3 and Year 4

Children should be taught to:

- increase the legibility, consistency and quality of their handwriting e.g. ensuring that the downstrokes of letters are parallel and equidistant and

that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch

N.B. When the children are producing consistently formed, sized and joined handwriting, they will be encouraged to write in pen where appropriate.

Year 5 and Year 6

Children should be taught to 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 right implement that is best suited for a task

Techniques for teaching letter formation and joins

- Always model good handwriting
- Demonstrate formations
- Talk through the process
- Encourage children to verbalise the process
- Children form letters in the air and on parts of the body
- Finger trace over tactile letters
- Write in sand with finger or a stick

Basic structure of a handwriting session:

- Gross and fine movement warm up
- Posture check: feet flat on the floor, back straight and touching the chair
- Teacher modelling
- Children practising independently with a teacher model, then from memory

The daily phonics session in Foundation Stage and Key Stage 1, provides opportunities to correct handwriting errors and staff should be aware that it is appropriate to correct pencil grip, letter formation, letter joins etc. at this time.

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 knock each other. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left centre of their body, and to have their fingers about 1.5cm from the point of their pencil. Pens appropriate for left handed writers will be provided, to avoid smudging.

Resources and writing materials

Children are given experience of a variety of writing tools. Pens (handwriting pens not biro) should be used by those who have achieved a consistent, cursive style. All children should write in black ink. Children will be allowed to bring in a pen of their own choosing as long as it encourages neat, black handwriting and is not a biro. The children are to practise their handwriting in a handwriting book chosen for this specific purpose. Guidelines should be used when writing on plain paper.

Pupils with special educational needs or disabilities

The SENCO will provide resources for those who have difficulty with fine motor skills - pencil grips, fine motor control programmes and referrals where necessary.

Presentation

Pupils will learn that different levels of presentation are appropriate for different pieces of work and different circumstances. However, **pupils are expected to:**

- Look after exercise books and not draw or scribble in or on them
- Increasingly plan their work to make it look attractive and well presented
- Not use writing or drawing media that is not approved or not fit for purpose
- Use rulers to draw straight lines

- Set out, number and annotate work appropriately
- At appropriate times, pupils may be encouraged to experiment with alternative means of presenting their work for specific reasons.
- Cross through mistakes or editing alterations with a single line. Erasers should only be used very occasionally and with the express permission of an adult.

Teachers are expected to:

- Ensure that classrooms are well equipped with the essential tools that will assist pupils to create work with a high presentational standard
- Organise the classroom in such a way that materials and resources are easily accessible and systems for their return and maintenance are robust (self- service classroom)
- Ensure that children look after resources and materials so that they learn to respect equipment and good value for money is assured.

Policy Success Criteria

We know our Handwriting and Presentation Policy is effective if:

- A scrutiny of work confirms the appropriate development in handwriting skills
- Specific difficulties are addressed in the marking of handwriting tasks
- A scrutiny of work confirms that the presentation protocol is adhered to

Equality Statement

The Three Saints Federation provides a broad and balanced curriculum that meets the needs of all pupils, and promotes their spiritual, moral, social and cultural development. The school is committed to equality and reflects and values diversity.

Monitoring and Review

This policy is monitored by the Senior Teacher and Head teacher within the processes of school self-evaluation. The Governing Body will monitor the implementation of the policy.

The policy will be reviewed every 3 years or sooner should National Policy change.

Appendix 1) Presentation Protocols

| | FS | Year 1 | Year 2 | Years 3 & 4 | Years 5 & 6 |
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| Writing implements | A selection of 'beginners' thick and fine writing implements. Chunky triangular pencils are introduced. | Thin triangular pencils with grips then fine pencils with grips for most pupils | Fine pencils | Introduce handwriting pens as appropriate for Literacy and written work. Pencil for Maths work. | All pupils should be using handwriting pens for written work. Pencils for maths. |

Felt tips should not be used where they will come through onto the reverse of the paper in books.

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| Self-correction | Simple, straight line through to show where they have self-corrected. | Simple, straight line through to show where they have self-corrected. Eraser or correction fluid may be used at the discretion of the teacher for final draft work. |
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| Ruler use | All straight lines to be drawn with a ruler. Younger pupils will need to be taught how to do this. |
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| New work | New work to commence on a new page | New work will usually commence on a new page, unless advised against by the teacher. |
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| Date | All work to be dated by adult | All work to be dated by child or teacher at top, right side. | All written work to be dated by child, at top, left hand side using full date. Maths to use numbered date. |
| Paper | To use unlined paper for the majority of the time. | Teachers should select lined paper, appropriate to the size of writing, so that pupils can position writing correctly on the line. Large squared exercise books | Narrow lines and small squared exercise books. Wide lines and large squared exercise books for some pupils at teacher discretion. |