



St. Saviour's Church, Colpit Heath.

The Manor C of E Primary School

Policy: Handwriting

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Approved: _____ Headteacher

_____ Chair of Governors

1. Rationale

Handwriting is a fundamental tool for written communication and permeates every aspect of the curriculum. A fluent and legible hand is therefore a requirement for each child.

2. Purposes

- 2.1** To enable all children to develop a fluent, legible handwriting style.
- 2.2** To encourage children to take a pride in the presentation of their handwriting.
- 2.3** To enable children to develop the ability to choose an appropriate style, depending on their purpose for writing.

3. Guidelines

- 3.1** The teaching and practising of handwriting skills takes place daily in Foundation Stage and Year 1 and at least once a week in Year 2 and KS2. Attention is paid to handwriting in the final draft of a piece of writing.
- 3.2** There is a structured approach to the teaching of handwriting using the Charles Cripps Scheme up to Year 3 and as appropriate for years 4-6.
- 3.3** Specific handwriting skills are taught as a separate subject in order for children to achieve correct letter formation. Cross-curricular opportunities are used whenever possible for providing real purposes for using handwriting skills. The motor skills necessary for handwriting are also developed in other areas of the curriculum.
- 3.4** Handwriting is closely linked with the practising of spelling.
- 3.5** Children are shown how to hold a pencil/pen comfortably and encouraged to adopt a correct posture when writing.
- 3.6** When children have developed a cursive style in pencil, they are allowed to use a Berol handwriting pen. The teacher decides when a child is ready to use a Berol handwriting pen in handwriting lessons and when publishing pieces of work (e.g. for a topic). No biros or cartridge pens may be used.
- 3.7** Handwriting skills are practised on white boards, lined paper in handwriting books or plain paper with guidelines for published work.
- 3.8** Neat individual variations in handwriting are accepted within the framework of the style taught.
- 3.9** Children are taught to understand that there is a balance between speed and legibility which is dependent on the purpose of the writing. Children are encouraged to adapt their handwriting to suit the task and choose the appropriate writing equipment.

- 3.10** The particular needs of left-handed children are taken into consideration. Where possible, left-handed children are encouraged to sit on the left hand side of right-handed children in order to prevent bumping elbows.
- 3.11** Teachers praise children for their handwriting and display written work which shows good examples of neat, legible, joined handwriting.
- 3.12** Teachers make assessment against National Curriculum level descriptions to ensure that progress is regularly monitored.