

# Handwriting Policy

## St Francis' Catholic Primary School

St. Francis'  
Catholic Primary



*Ensuring for all an excellent child-centred education within a Christ-centred philosophy*

Approved by FGB on: Nov 17

Committee Responsible: Curriculum

Next review due by: Nov 19

# Handwriting Policy

## Rationale

“Handwriting serves writing. The prime, functional importance of handwriting is to convey legibly, the writer’s message to the reader.” (Cripps and Fox, 1989)

Cursive handwriting teaches children to join letters and words as a series of flowing movements and patterns.

## Cursive handwriting helps:

- To minimise confusion for the child as every letter starts on the line with an entry stroke and leads out with an exit stroke
- Form spacing between words as the child develops whole
- word awareness
- Develop a child's visual memory
- Develop a child’s physical hand-eye co-ordination

## Aims

- To develop clear, concise and legible handwriting
- To ensure that the physical skills of handwriting are taught correctly from the outset
- To help children recognise that handwriting as a life-long skill
- To help children recognise that handwriting is a form of communication and, as such, should be considered important in order for it to be effective
- To give the child the opportunity to master the skills of a joined hand, before the desire to communicate in writing reaches its full momentum
- To assist the child in the acquisition of differing spelling strategies

## Guidelines

- Children will be taught joined up handwriting from the outset following the North Somerset guidelines which support the National Curriculum requirements
- The teaching strategies for most children are as follows:
  1. Pre-writing patterns and activities, which build on the child’s natural free-flowing scribble in order to develop pencil control
  2. The development of individual letter formation with correct orientation and using exit ligatures to aid future joining of letter strings
  3. The use of letter patterns that are linked to word families appropriate to the age/stage of development of the child
  4. The development of a flowing joined handwriting style
- Children will participate in weekly whole class practise sessions led by the teacher and modelled on the board
- Sessions will last between 20-30 minutes
- Children will record their handwriting practise in their handwriting books; each piece of work will be dated
- Children will apply their handwriting skills across the whole curriculum

- Ensure left handed children are able to write as freely and legibly as right handed children
- At all times and at all stages the children will be encouraged to:
  1. Use a correct pencil grip which is firm but relaxed
  2. Use a correct writing posture
  3. Position their paper to suit either right or left handed children in order, to find a comfortable writing position
  4. Explore a range of writing tools in order to choose the correct tools for the correct form of writing

## **Development of learning and teaching handwriting through our school**

### **Reception**

- On entry, Reception children will be involved in a variety of activities to develop essential pre-writing skills in line with the Early Learning Goals of the Foundation Stage.
- Throughout the reception year, opportunities to practise fine and gross motor skills will be provided for all children:
- Children will be introduced to actual letter formation in conjunction with the introduction of phonic skills. Sounds are closely linked with handwriting patterns.
- Practise of particular high frequency words helps to develop good visual and writing habits: e.g. 'the', 'and'.
- By the end of the Reception Year, all children will have been introduced to the correct formation of all letters of the alphabet

### **Year 1**

- In Year 1 the skills acquired in the Foundation Stage will be continued, consolidating correct formation, concentration and accurate precision work
- All children write in pencil
- Spellings are closely linked with handwriting activities which assist the children with phonic skills required for successful reading and writing
- Pupils will continue to practise forming individual letters appropriately and accurately

### **Year 2**

- Children will learn all handwriting joins
- By the end of the year, all children will have had opportunities to practice joining handwriting and this is encouraged in all work

### **Years 3-6**

- The Cursive style continues to develop
- Phonic, spelling and awareness of grammar are all taught through handwriting practice
- Older children will be encouraged to develop their own writing style which maintains fluency and correct letter formation
- Older children will practice speed writing that will help them to think quickly and remember spellings
- Ink pen will be used for writing on display

**Conclusion**

A legible hand leads to effective communication. We will strive to achieve high standards of presentation and provide positive rewards for effort and improvement. Parents will be encouraged to play an active role in the practice and acquisition of this skill.