



Handwriting Policy

Policy first approved: **September 2014**

Most recent review: **July 2015**

Next Review: **July 2018**

Member of Staff Responsible: **Head Teacher**

Management Responsible: **School Improvement Committee**

Signed:

Head Teacher

Chair of FGB

This policy has been adapted from a policy

dated April 2013

and drafted by

Elaine Batten

Aims

This policy aims to help pupils:

- To communicate effectively.
- To write legibly in both joined and printed styles with fluency and speed.
- To use different forms of handwriting for different purposes.
- To enjoy the process of writing and recognise its value.
- To appreciate the importance of presentation in the context of the purpose.

The school uses cursive and pre-cursive script, modelled in the KBER Handwriting Scheme. Examples can be found on the KBER Handwriting Files disk or on each computer.

It is the responsibility of all adults to model handwriting of a high standard.

Objectives

Staff will encourage pupils in ways appropriate to their age and level of development:

Early development

- Emergent writing is encouraged through the writing corner, role-play area etc.
- Experiment with a variety of writing materials.
- To introduce and reinforce an effective grip.
- To have control of writing and drawing tools.

Foundation Stage

- To develop a comfortable and efficient pencil grip.
- Pupils are introduced to correct lower and upper case letter formation, as appropriate.
- To form clearly shaped and correctly orientated letters.
- To begin to form letters correctly adding lead-in strokes and exit flicks.
- Classroom labelling should conform to the KBER style, where appropriate.

Key Stage 1

- To continue to develop a comfortable and efficient pencil grip.
- To form accurate and consistently-sized letters leading to a joined script, where ascenders and descenders distinguished.
- To practice handwriting in conjunction with spelling.
- Lead-in strokes and joins are to be developed in Y1 and, when ready, Y1 pupils should be joining, with all pupils joining fluently by the end of Y2.

Years 3 and 4

- Letters to be consistent in size and proportion, spacing between letters and words to be appropriate
- The use of black handwriting pens is introduced.
- Handwriting to be joined and legible, except where other forms are required.
- To build up handwriting speed, fluency and legibility.
- To practice handwriting in conjunction with spellings.
- To know when to use a clear neat hand (e.g. for finished neat work) and informal writing (e.g. for rough drafting).

Year 5 and 6

- To build up speed (e.g. for notes, drafts lists etc.)
- To become consistently neat and legible through practice.