

## Handwriting Policy

Here at Chandlers Field Primary School we are very proud of our pupil's handwriting and take particular care in our cursive/joined-up handwriting style. We use Nelson handwriting as the basis of our handwriting policy that covers all the requirements of the National Curriculum.

Handwriting remains a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

We aim to make handwriting an automatic process that does not interfere with creative and mental thinking.

As a catalyst to speedy handwriting we encourage parents and carers to use the same Nelson style at home – see appendix A

### **Our School aims**

We aim for our pupils to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.

By the end of Year 6 pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.

### **Method**

Our teachers are encouraged to use neat, joined-up cursive writing for all handwriting tasks including report writing (when not word-processed), marking and comments.

#### *Consistency throughout the school*

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our aim is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

### **Handwriting frequency**

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting is carried out regularly and systematically to ensure age appropriate targets are met.

## The teaching of handwriting

### Early Years:

For our youngest pupils we teach handwriting on a daily basis. Each session will include the following;

- Movements to enhance gross motor skills such as air-writing, pattern making, dancing.
- Exercises to develop fine motor skills such as making marks on paper, whiteboards, blackboards, sand trays, iPads and tablets.
- Letter learning to familiarise letter shapes, formation and vocabulary.

### YEARS 1 and 2:

Handwriting will continue to be taught with three to five weekly lessons covering:

- Gross and fine motor skills exercises.
- Cursive handwriting reinforcement, learning and practice.
- Numerals, capitals and printed letters: where and when to use, learning and practice.

### YEARS 3 TO 6:

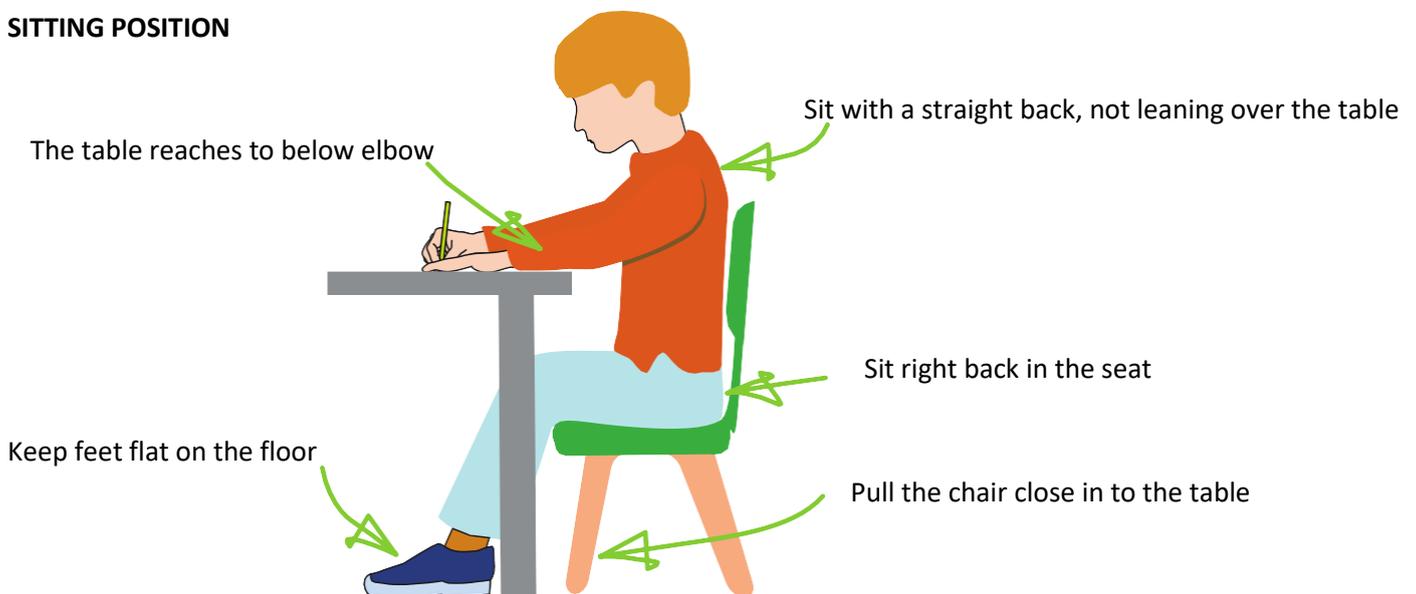
More advanced handwriting techniques will be taught during two or three weekly lessons teaching:

- Cursive handwriting re-enforcement.
- Form-filling/labelling using printed and capital letters.
- Dictation exercises to teach the need for quick notes and speedy handwriting writing.

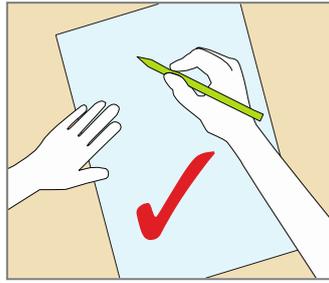
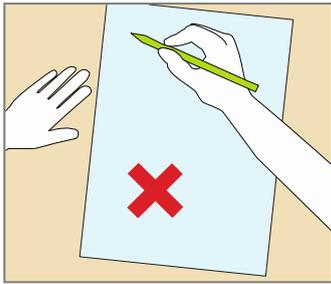
## The correct posture and pencil grip for handwriting

Pupils will be taught and encouraged to sit correctly at a table, holding a pencil comfortably and correctly.

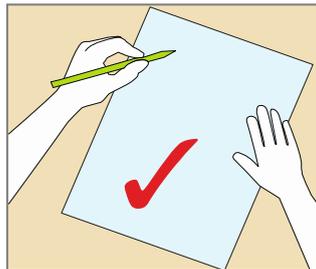
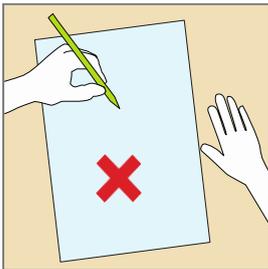
### SITTING POSITION



## Paper position for right-handed children



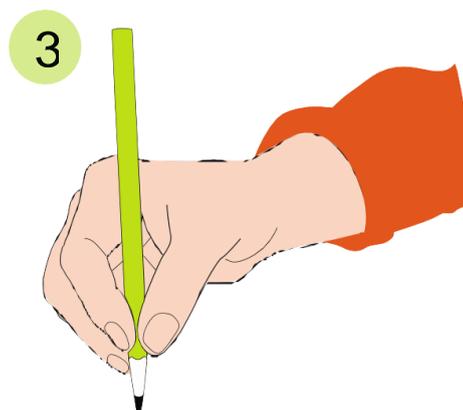
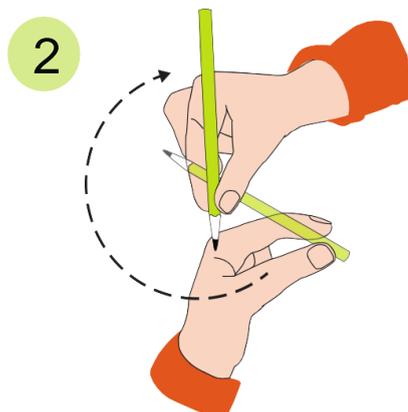
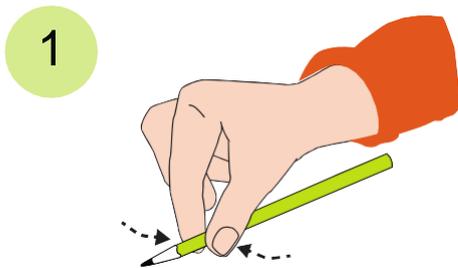
## Paper position for left handed pupils



## The Tripod Pencil Grip

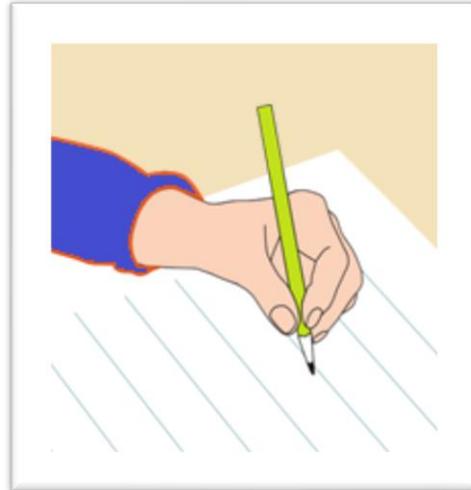
Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.

- 1) Grip the pencil with your index finger and thumb with the nib pointing away.
- 2) With your free hand, spin the pencil from underneath.
- 3) Use your middle finger to support the underside of the pencil.



## LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.



- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.

## PENS AND PENCILS

Children are encouraged to start handwriting using a soft pencil.

When fine motor skills have been established a handwriting pen can be used; competent pupils can use a ball point pen

Children who have problems with fine motor skills, which may include left-handed children, and children with special educational needs, will be given additional support to help achieve their optimum handwriting level.

Appendix A



