



Handwriting Policy

Last Update: January 2019

Version: 2.0

Version	Date	Amended by	Recipients	Purpose
2.0	January 2019	Sam Hill	All school staff	Review of all policies

Approvals

This policy requires the following approvals:

Governors	HT	Date Approved	Version	Date for Review
	✓	9 January 2019	2.0	January 2021

National/Local Policy

This policy is local to Our Lady of the Angels Catholic Primary School.

Position with the Unions

Does the policy require consultation with the National Unions under the recognition agreement? Yes/**No**

Distribution

This document has been distributed to:

Position	Date	Version
Teaching Staff		2.0

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1. Aims

1.1 At Our Lady of the Angels Catholic Primary School we believe that every child should be encouraged to develop a legible form of cursive handwriting. The school has adopted a progressive programme, with key age-related expectations, which will be delivered to all children. It is our hope that when a child leaves our school, they have developed a clear and personalised cursive style of handwriting which is consistently applied in all areas of study.

2. Guidelines

2.1 In pursuing our aim, the staff have agreed the following key development areas. These will form the teaching element in each year group for the child. Some children will exceed the targets while others will need additional support and time.

2.2 We believe that cursive script should be taught from Reception. This enables children to learn and perfect one style of writing as they mature and develop. As a school, we will be using the letter-join font. More information on this can be found at www.letterjoin.co.uk

2.3 Early Years Foundation Stage:

By the end of the Reception year and inline with ELG the children will be able to grip a pencil correctly and form letters that are legible, the majority of which are correctly formed.

- The children will engage in interactive activities and worksheets as a foundation to handwriting.
- The children will watch, practise, trace and copy routinely to develop their cursive writing.
- Those children that are ready will begin writing on lines.
- The expectation will be for most children to be able to join all cursive lower-case letters by the end of Reception.

2.4 Key stage 1:

- Children will be developing their formation of capital letters, numbers, printed letters and punctuation.
- Children will be encouraged to write using the handwriting lines provided in their books.
- By the end of Year 2, most children will begin to use smaller lined books and adjust letter sizing accordingly.
- Children will be using HB pencils, though those who need tri grip pencils will be provided with them.
- The expectation will be for most children to be able to produce neater handwriting with consistent spacing and letter sizes.

2.5 Key stage 2:

- Building upon Key stage 1 skills, children will be writing passages of text neatly and speedily, labelling diagrams using printed letters appropriately and filling in forms using legible writing.
- Children will have acquired a feel for neatness and quality in their hand-written work.
- Children will have developed a good stamina for writing.

- Children will be expected to develop their handwriting to a consistently high standard and will receive a 'pen licence' once it is deemed reliable. All children should be using a handwriting pen by Year 5.
- Handwriting pens will have blue ink.
- By the end of Year 6, the children will be encouraged to build on their handwriting and form their own personalised cursive style using the principles they have learned.
- The expectation will be for all children to have covered the necessary criteria to reach standards set out in the National curriculum for handwriting.

3. Teaching

3.1 To reach these end of year expectations it is important that appropriate curriculum time is given to the learning objectives for each year group. All Teachers will follow the Letter-join programme of study. Teachers will aim to undertake the following teaching and learning programmes in their respective classes:

Class R: Teacher led handwriting sessions three times a week. Handwriting practise will be available during continuous provision. Teachers will model consistently good and stage appropriate handwriting within the classroom.

Class 1: Daily modelled handwriting sessions will be available in continuous provision. Regular handwriting sessions will be taught throughout the week linking to Phonics sessions. Teachers will model consistently good handwriting within the classroom.

Class 2: One modelled lesson with additional practiced during the week. Daily handwriting interventions will be available for those children who need extra support. Teachers will model consistently good handwriting within the classroom.

Class 3: One modelled lesson with additional practice time during the week. Daily handwriting interventions will be available for those children who need extra support. Teachers will model consistently good handwriting within the classroom.

Class 4: One modelled lesson with regular handwriting interventions available for those children who need extra support. Teachers will model consistently good handwriting within the classroom.

Class 5: One modelled lesson with additional interventions during the week. Teachers will model consistently good handwriting within the classroom.

Class 6: One modelled lesson with additional interventions during the week. Teachers will model consistently good handwriting within the classroom.

3.2 It is important to note that the above is the minimum time given to Handwriting. If teachers feel the need to focus on some aspect for a longer blocked period of time this will be done.

4. Special Pupil Groups

4.1 The staff recognise that not all children will fall into the year group expectations and that there will be some children who have other handwriting complexities. Where these arise, the staff will endeavour to provide additional support, resources and time for those children.

4.2 Staff will also consider pupil positioning in the class to ensure that the best writing style and position is afforded to the children.

5. Resources

5.1 The school will make use of the **Letter-join** programme and font in the school.

5.2 All classes will be provided with good quality HB pencils for work.

5.3 Children who attain a pen licence will be provided with a BLUE Berol handwriting pen.

5.4 Children in Year 6 who are deemed ready and capable will be provided with a BLUE ink pen.

6. Home Learning

The Letter-join app is available for parents to download and use at home to reinforce letter formation and support their children in practising their handwriting.

When doing home learning the children will be asked to avoid the use of biro and ensure that all maths work is done in pencil.

If home learning is not completed consistently to an appropriate standard the children will be asked to repeat it in school.

7. Other issues

7.1 Each week a special **handwriting award** will be presented to a child(ren) who has made a significant improvement in their handwriting formation and style.

7.2 It will be at the discretion of each class teacher to award a pen licence but equally they have the right to remove the licence if a child's handwriting degrades.