

Butts Primary School



“One school, one community”

Walsall WS4 2AH
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Head of School: Mrs D Marusamy

Handwriting Policy

Chair of Governors	M Mortiboys (Dec 22)
Executive Headteacher	A Hill (Dec 22)
Next review date	December 2023

Handwriting, as in many other skills develops at different rates, so it is important to maintain handwriting sessions throughout the school consistently so that all staff have a clear understanding of the progression of skills and can remedy errors efficiently.

Here is an outline of our agreed policy:

Teaching should meet the needs of the individual child.

Progression of Skills:

At Stage 1 - Print:

- use a pencil
- hold in tripod grip
- spaces between words are accurate
- most letters formed and orientated correctly
- form recognisable letters with “kicks and flicks”
- uses spacebar on computer keyboard

Correct Letter Formation – Stage 1: children are taught to form letters correctly, paying attention to:

- the starting point for each letter,
- the direction of pencil movement,
- the shape and orientation of the letter
- the heights of the body of each letter
- the ascenders and descenders

At Stage 2 – Pre-cursive:

- writing is legible
- upper and lower case letters are formed appropriately
- correct spacing within and between each word
- form and use 4 basic joins
- comfortable pencil grip
- spaces between words are accurate
- word process composition for display
- School Handwriting Pen Licence is awarded

Joining Letters Stage 2 – Pre-cursive: when children have mastered the correct formation of the shapes of individual letters, they can be introduced to joined handwriting

Joined handwriting is taught by joining vowel consonant digraphs – this also helps with the recall of spelling patterns.

Later they are taught the 4 basic handwriting joins:

- diagonal joins to letters without ascenders e.g. in
- diagonal joins to letters with ascenders e.g. at
- horizontal joins to letters without ascenders e.g. on
- horizontal joins to letters with ascenders e.g. the “ot” in “other”

At Stage 3 - Cursive:

- all lower case letters are formed and joined
- legible “own style” has been developed
- word process composition for display
- School Cartridge Pen Licence is awarded

Joining Letters Stage 3 – Cursive: when children have mastered the correct formation of the initial join; they can be introduced to cursive handwriting (all lower case letters joined).

****Discourage children joining capital letters to lowercase.***

Points To Keep In Mind

Gross and Fine Motor Skills: activities to develop gross and fine motor skills are essential to the development of good handwriting. Pattern sheets, doodle sheets and many other resources are available to support children developing their skills.

Posture: children should always be sat upright and correctly on their chair with their feet on the floor.

Pencil Grip: the “tripod” or “quadropod” pencil grips should be used. If children are finding this difficult, triangular pencils or pencil grippers can be used to support this.

Pencils and Pens: when children have achieved legible joined handwriting in pencil (Y3 onwards), they will receive their pen license – a handwriting pen to use in all writing work in school (with the exception of maths work). Pupils have the option to write in pencil if they choose.

Children who continue to develop their writing in a fluent and legible style can progress further and be awarded a school handwriting pen.

Each time the children will receive a certificated “pen licence” to celebrate their achievement.

Organisation

Handwriting is taught in a variety of ways:

- Group work
- Whole class teaching
- Individual teaching where appropriate

General

When marking children’s work, teachers adopt the style in which the children are taught to write when writing comments in books. This also applies to teachers writing on the board.

Display writing throughout the school will include print, the taught handwriting style and computer-generated writing.

The foundations of fine motor skills are laid in the development of gross motor skills. Parents receive guidance on supporting children’s handwriting at home.

Monitoring

S.M.T. and English/ Phase Leads will monitor pupils’ progress through book trawls.

Review

S.M.T. and post holder will review this policy annually.

Appendix 1

Stage 1 – Print

abcdefghijklmnopqrstuvwxyz

Stage 2 – Pre-cursive

abcdefghijklmnopqrstuvwxyz

Stage 3 – Cursive

abcdefghijklmnopqrstuvwxyz