



Frambury Lane, Newport, Saffron Walden, Essex, CP11 3PU

## Handwriting Policy

Date adopted: September 2019

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### Aims

At Newport, we promote legible, aesthetically pleasing and consistent style of handwriting throughout the school and teach the children to develop neat, well-formed writing for a range of purposes. We encourage children to take pride in their work, gaining satisfaction with neat presentation of their handwriting.

### Guidelines

- A range of writing implements and media is used to encourage, develop and extend the pupils' understanding of pattern and form.
- The process begins in the early years as children learn the correct formation of each of the letters of the alphabet.
- Handwriting is a skill and is taught formally and practised regularly through all subjects.
- Letter formation is based on the agreed RWI handwriting script, which then leads into cursive style. Children are exposed to many different forms whilst learning to read.
- The Penpals Handwriting scheme is used throughout throughout KS1 and KS2.
- From Year 2 upwards, pupils are taught and encouraged to join their handwriting.
- All pupils will be expected to use a joined script by the end of KS2.
- Accuracy, speed and flow are essential aspects of handwriting skills and need to be practised and valued by teachers.
- Support will be given to all pupils when required. Support may take the form of the use of the 'Torredescue' books which allow children to gain accuracy, flow and joined patterns.
- The use of handwriting books for practise ensures a focus on letter sizing, joined script and legibility.
- Pen licences are awarded once a child show continued consistency of joined script in their handwriting, across different writing tasks in different subjects.

### Classroom Strategies

- Writing Implement – sharpened pencils and black handwriting pens are used to encourage good flow and clear writing.
- Discussion – individuals/ classes are encouraged to take responsibility for their handwriting and regularly discuss their targets to succeed.
- Posture– it is important to pay attention to sitting in the most comfortable position with the table and chair at the correct height to encourage good handwriting. Adaptations are used to help with this in classes.
- Pen-grip – The writing pencil or pen should be lightly supported by 3 fingers and not gripped tightly. Pencil grips can be used to support children in this.
- Paper Position – The paper should be angled comfortably according to the hand of the writer (approximately 30 degrees to the right for a right-handed pupil and 30 degrees to the left for a left-handed pupil) and supported with the non-writing hand.
- Writing Surface– children should write in lined books which encourage straight writing and support the development of letter sizing and position.
- Light– natural light should be available to enable pupils to develop their best handwriting.
- Example– Teachers should model neat handwriting on flipcharts, whiteboards, notes, displays and notices using the school style; it should be clear and legible.

### Handwriting difficulties

Any child who has poor handwriting should be quickly sought out and identified by the class teacher. A quick assessment should be made and a constructive way forward should be planned; this may be focussing on set patterns, line styles or the Torredescue format.

Children needing assistance is often caused by:

- Insufficient joining practise
- Incorrect letter joins caused by incorrect letter formations
- Children who have moved through many schools and therefore have mixed styles.

Problems can be overcome with:

- Practise of incorrect letter formation – modelling patterns in a repetitive way
- Encouraging children to stick to a chosen angle for writing – be consistent.
- Unlearning incorrect joins before rebuilding new formations through repetition and modelling.
- Pencil grips – these can be used to correct a poor grip and use the 'pinch and flick' technique.
- Lined paper given to encourage smaller writing
- Finger spacers are used in KS1 to encourage finger spacing
- Speed and accuracy can be built up by encouraging non joiners to join up HFW in sentences at first, encouraging patterns of letters in words to be memorised.
- Writing on lines can be encouraged by showing where letters start and how they sit in relation to the size of others. Ascenders and descenders can also be demonstrated with the use of the handwriting paper.
- Handwriting should be addressed on a daily basis and through all subjects – modelling of correct handwriting from teachers through marking and guidance is vital.