

ST. HELEN'S CATHOLIC INFANT SCHOOL



Handwriting Policy

Written by	Date	Ratified by	Date
L.O'Sullivan	2020	Governors	2020

To be reviewed	Annually	Every 3 Years
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Reviewed on	Reviewed by	Next review date
June 2023	L Simmons	June 2026

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as a family.*

Subject Intent

At St Helen's Catholic Infant school, our intent from Handwriting is to provide a broad and balanced curriculum which encourages children develop a handwriting style which is clear, fluent and legible.

- To ensure full coverage of our Handwriting curriculum the 'Pen Pals' Scheme as starting point in each year group and links are made between subjects where children are expected to write to ensure provision is **broad and balanced**.
- **To enrich the curriculum**, we provide extra curricular activities such as the termly school newspaper which encourage children to enquire about the world they live in and apply their taught skills independently.

Legislation and Guidance

EYFS

EYFS curriculum guidance is identified through the use of 'EYFS statutory framework'. The guidance states that children should be given the opportunity to develop the gross and fine motor skills needed to ensure a pencil is held effectively to form recognisable letters. The guidance also states that **most** letters should be correctly formed. Children will be encouraged to have the correct pencil grip by the end of EYFS.

Year 1

The National Curriculum states that children should be taught to:

- Begin to form all lower case letters in the correct direction, starting and finishing in the right place (See Appendix 1)
- Form capital letters
- Form digits 0-9
- Understand which letters belong to which handwriting "families" (i.e. letters that are formed in similar ways, and to practise these) (See Appendix 2)

Year 2

The National Curriculum states that children should be taught to:

- Form lower case letters of the correct size relative to one another
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
- Use spacing between words that reflects the size of the letters
- To begin to use the diagonal and horizontal strokes needed to join letters.

Roles and Responsibilities

All staff will teach handwriting by following the Pen Pals scheme. See Appendix 1

It is the responsibility of all members of staff to model correct handwriting when marking work. Staff will also model correct handwriting when using IWB, whiteboards etc.

Displays around the school should model clear handwriting, including joins when appropriate

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as well as other fonts.

The font, including cursive when appropriate, should be displayed in all classrooms so that children are familiar with the style.

Teachers are expected to:

- Ensure that classrooms are well equipped with the essential tools that will assist children to create work with a high presentational standard.
- Organise the classroom in such a way that materials and resources are easily accessible and systems for their return and maintenance are clear and followed.
- Ensure that children look after resources and materials so that they learn to respect equipment

Children are expected to:

- Look after exercise books and not draw or scribble in or on them.
- Use a writing pencil for all written work- in EYFS the pencil may be thicker than the HB writing pencils used in KS1
- Use rulers to draw straight lines.
- At appropriate times, children may be encouraged to experiment with alternative means of presenting their work for specific reasons.
- Cross through mistakes or editing alterations with a single line.

Assessment

Teachers will carry out assessment of handwriting in line with EYFS statutory framework and National Curriculum objectives

Organisation and Planning

We believe that handwriting should be explicitly and actively taught, as well as links made with early phonics and spelling learning.

We provide regular handwriting lessons for teaching and revising these skills. The frequency of these sessions varies according to the age and competence of the children, but take place at least once a week. The children also have a variety of other opportunities to practise their handwriting skills across the curriculum. These lessons provide opportunities to practise and correct handwriting errors and staff should be aware that it is appropriate to correct pencil grip, letter formation, letter joins etc. at this time.

Inclusion

Left handed children always sit on the left side of right handed children, so their elbows don't bump and knock each other. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left centre of their body, and to have their fingers about 1.5cm from the point of their pencil.

The SENCO will provide resources for children who need support in developing fine motor skills such as pencil grips etc.

There are a range of fine motor resources stored in Class 11 mainly used for the TEACHH

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programme. These can be used to provide extra support for fine motor skill development.

Monitoring Arrangements

The English Leader is responsible for regular monitoring of work to ensure that:

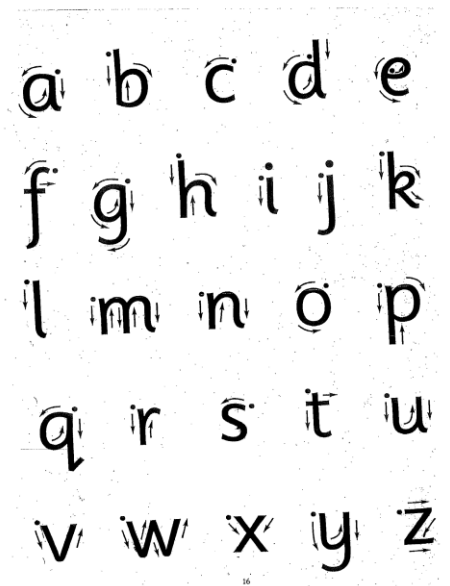
- The development of writing skills is in line with the policy
- Children are being given the opportunity to practise and develop handwriting skills
- The Presentation protocol is being adhered to

Links with Other Policies

The Handwriting Policy has links with all other policies where children are expected to write. The Handwriting policy has links with the marking policy as teachers are expected to model appropriate handwriting at all times.

Appendix 1- Examples of non-cursive letter formation

Aa Bb Cc Dd Ee Ff Gg
Hh Ii Jj Kk Ll Mm Nn
Oo Pp Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz



Appendix 2- Letter families

c a d o s g q e f

l i t u j y

r b n h m k p

z v w x

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