



LCPS Policy for handwriting

Aim

For all children to write with a legible, fluent style using correctly formed letters.

Organisation (Appendix F-Progression for handwriting lessons)

The style of handwriting has been agreed by staff and is exemplified by Appendix D and E. The Get Writing disc provides additional information about methods of teaching handwriting.

The expectation is that by the end of FS2 learners will proficiently form all letters and numbers. FS2 learners will be taught to form all letters correctly, initially using the RWI 'patter'/Number 'patter'. As FS2 children become familiar with the grapheme, the 'patter' is dropped so that just the letter sound/number is used.

Pupils in FS2 who have learned all Set One sounds and all pupils in Year 1 and 2 are taught handwriting in letter families (Appendix C).

In Year 1/2, learners are taught to sit letters on the line, how to correctly size letters, ascenders and descenders, the addition of 'flicks' and how to join letters (in the context of whole words). Formation of capitals is also taught.

From Year 3 on, learners have regular handwriting lessons in order to maintain and develop a fluent, neat, joined style. Handwriting lessons are used to continue to practise and maintain speed and fluency.

A spreadsheet showing Handwriting Progression Frameworks indicating 'working towards', 'meeting' and 'exceeding' statements for each year group is also available in school.

Handwriting is taught in a variety of ways:

Whole class teaching: FS2-Yr2 10mins per day, Y3-6 30 minutes a week.

This can be linked to RWI/ spelling work, group work, topic work. (Individual teaching is utilised when appropriate.)

Foundation Stage

In the Foundation Stage children are encouraged to experience a range of activities which develop their gross and fine motor control through 'Continuous Provision'. Children are exposed to both printed and cursive styles of writing and their name cards are written in both styles.

Emergent and developmental writing is encouraged and practised in a variety of contexts.

In Foundation Stage 2, letter formation is formally taught during structured phonic sessions and additional guided group work. In these sessions, children are taught correct posture and encouraged to use a comfortable pencil grip as they write in books or on whiteboards.

Children hold a pencil when they practise letter formation in the air in order to refine the movement. Children who do not form letters correctly after initial teaching are identified and given extra support.

Onwards/Upwards

In the Onwards unit, children sometimes practise formation on whiteboards and then move on to using pencil in books. They practise handwriting in a group or during a whole class session for a minimum of 30 minutes across the week.

When a learner can use a pencil producing consistently neat and well-formed handwriting they will earn a pen licence.

Children use school handwriting pens. Biro's and other coloured ink pens are not to be used. Individual pupil style: No pupil will be discouraged from a particular style unless it impedes efficient joining.

Assessment

Foundation Stage 2: Ongoing assessment throughout the year is used to identify pupils needing additional support. Once children have been taught all Set One graphemes, they are assessed using Appendix A. All children are assessed using Appendix A at the end of the year.

Year One: Children are assessed using Appendix A and/or B every half term.

Year Two: Appendix B continues to be used until children are joining after which teacher assessment is used.

Year Three Onwards: Teacher assessment of ability to write with a joined, fluent style.

Provision for left-handed pupils

Teachers will ensure that

Left-handed pupils sit on the left of right-handed pupils.

Pupils are encouraged to tilt their work clockwise so that they can see what they have written.

They advise on pencil grip and wrist position of left-handers.

General

When marking work or making comments in the children's books, teachers adopt the style in which children are taught. This also applies to teachers writing on the whiteboard.

Display writing throughout school includes print, the taught handwriting style and computer-generated writing. (Nov 2015- Lit DoL to investigate possible software for generating IWB writing).

'Twinkl' posters are displayed to show letter families.

Home-school links

Appendix D and E will be included in the prospectus so that parents are aware of how we approach handwriting. When starting Foundation Stage, parents receive information about how to begin teaching their child to write his or her name.

Appendix A-Lower Case Assessment

<i>c</i>		<i>y</i>	
<i>a</i>		<i>u</i>	
<i>d</i>		<i>k</i>	
<i>g</i>		<i>r</i>	
<i>o</i>		<i>p</i>	
<i>q</i>		<i>n</i>	
<i>f</i>		<i>m</i>	
<i>s</i>		<i>b</i>	
<i>e</i>		<i>h</i>	
<i>l</i>		<i>v</i>	
<i>t</i>		<i>w</i>	
<i>i</i>		<i>x</i>	
<i>j</i>		<i>z</i>	

A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	

Appendix A-CAPITALS Assessment

Alphabet showing starting point and direction of each letter



Appendix D- Graphemes

Appendix C -Letter Families

Curly caterpillar

letters: c a d g o q f s e numbers: 0 6 8 9

(anti-clockwise)

Down

letters: l t i j y u k numbers: 1

One-armed robot

letters: r p n m b h numbers: 2 3 5

(clockwise)

Zigzag

letters: v w x z numbers: 4 7

Appendix E- Joins

- CAPITAL LETTERS DO NOT JOIN.
- Joins are to all letters.
- Break letters are s, j, g, y, z, x, q (they do not join afterwards).

Examples of Red words can be found on the 'Get Writing' CD in the handwriting section.

An A4 laminated poster is displayed in each registration room (Yr1-6) with examples of words joined in a cursive script.

Appendix F-Progression for Handwriting Lessons

- ❖ **Teach letter families**- uses RWI 'patter' to describe how to form each letter shape. (See letter formation sheet for strokes).

Numbers can be taught with each family set.

- ❖ **Relative size of letters**

Positioning the letters on lines, RWInc 'swimming pool' to visualise the size and position of each.

Teach capitals here.

- ❖ **Words**

Samples of short words on RWI CD Rom (Handwriting Stage 1-relative size of letters-example words.)

- ❖ **Letters with flicks** remember the *k* needs re teaching here.

- ❖ **Joining letters** start with *at, am, it, up* or rimes containing *í*, such as *tin, bin, win, pin*

Two letters/one sound ('special friends') can be emphasised here.

(Handwriting Stage 3-joining letters, example red words.)

- ❖ **Fluent cursive handwriting**- as soon as this is consistent and learners are applying their skills when writing- award a pen licence and allow them to write in pen.