



Handwriting and Presentation Policy

At St. Bede, our aim is to encourage all children to be confident writers. The teaching of handwriting will be the central strategy in developing children's fluency in writing. They will develop all the key elements of letter formation and develop a fluent and legible style of writing.

Aims

- To have a consistent cursive approach across the whole school to ensure high levels of presentation.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays/resources.
- Children to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Children to develop fluency and speed whilst writing, so that eventually all children are able to write joined letters with confidence and correct orientation.
- To use a wide range of fonts and writing styles on displays and within classrooms so that children have exposure to and are familiar with a wide range of print.

Teaching

- There should be a minimum of 30 minutes handwriting lessons each week in Year 1-6. This should be one session identified on your timetable and each morning as early work for Years 2-6, where possible.
- A daily handwriting practise should also be completed at the start of every Literacy lesson. This should reflect the joins taught in the handwriting lessons.
- EYFS and Year 1 deliver a daily session of 'Dough Disco' to build muscles and develop fine motor skills.
- Children with SEND, where necessary, will be provided with specialist equipment such as pencil grips, writing slopes or wider ruled lined paper.

Model used:

abcdefghijklmnopqrstuvwxyz

(Twinkl pre-cursive)

abcdefghijklmnopqrstuvwxyz

(Twinkl cursive looped)

Techniques for teaching letter formation

- Model good handwriting all the time;
- demonstrate;
- talk through the process;

- encourage children to verbalise the process;
- children form letters in the air;
- finger trace over tactile letters;
- write over highlighter pen (or dotted letters);
- draw round templates;
- write in sand with finger or stick;
- write with chalk on chalkboard;
- wax resist letters;
- form letters with pegs on pegboard;
- form letters with beads in plasticine;
- finger trace the outline of letters on the back of the person in front of you.

Getting ready to write

Seating and posture

- Chair and table should be at a comfortable height
- The table should support the forearm so that it rests lightly on the surface and is parallel to the floor
- Encourage children to sit up straight and not slouch
- The height of the chair should be such that the thighs are horizontal and feet flat on the floor
- Tables should be free of clutter
- Rooms should be well lit
- Left handed pupils should sit on the left of their partners

Pencil grip

- Children should write with a pencil (or pen when introduced at the appropriate time) with a rounded nib. Pencils should be reasonably sharp.
- A tripod grip is the most efficient way of holding a pencil
- Some children with specific difficulties may benefit from using a sloping surface and special equipment e.g. triangular pencil grip for a short period of time.

For right handers

- Hold lightly between the thumb and forefinger about 3cm away from the point
- The paper should be placed to the right tilted slightly to the left
- Use the left hand to steady the paper

For left handers

- Hold lightly between thumb and forefinger resting on the first knuckle of the middle finger
- Hold about 3cm from the tip
- The hand should be kept below the writing line
- The paper should be tilted slightly to the right at about 20 - 30°
- Use the right hand to steady the paper

NB It is very important that a right handed child is NOT seated on the left hand side of a left handed child as their elbows will collide.

Progression

Children are to be introduced to pre-cursive and cursive script at the earliest stages of writing.

EYFS:

- Children are exposed to pre-cursive script along with other forms of print. Those showing the appropriate fine motor skills in the summer term of Reception will be encouraged to begin forming pre-cursive letters.

Year 1:

- Children are confident in writing pre-cursive in daily writing lessons.
- Some children will be using continuous elements of cursive script towards the end of the year.

Year 2:

- Children are confident in writing pre-cursive in daily writing lessons.
- By spring term children develop confidence in writing in continuous cursive.

Year 3:

- Children are confident in writing continuous-cursive in daily writing lessons.

Year 4:

- Children are confident in writing continuous-cursive in daily writing lessons.
- Children to develop fluency and speed when writing.

Year 5:

- Children are confident in writing continuous-cursive in daily writing lessons.
- Children are confident in writing with fluency and speed when writing.
- Developing own handwriting style.

Year 6:

- Children are confident in writing continuous-cursive in daily writing lessons.
- Children are confident in writing with fluency and speed when writing.
- Children's own handwriting style is embedded.

Presentation

KS1

- Children are provided with a slip which contains the date and WALT for the lesson. This is to be glued neatly at the top of the page.
- For transition, during the summer term of Year 2, children should begin to write the date on the top line of the page. In Numeracy children will write the numerical date. This is to be underlined neatly with a ruler. The marking checklist should then be glued neatly underneath.
- Where possible, resources should be produced using the 'Twinkl Pre-cursive' and 'Twinkl Cursive Looped' fonts as these display the same letter formations as detailed in this policy.
- Year 2 should then complete their daily handwriting practise when working in Literacy books.

KS2

- Children are expected to write the date on the top line of the page. In Numeracy children will write the numerical date. This is to be underlined neatly with a ruler.
- Children are provided with a marking checklist, this is to be glued neatly underneath the date.
- Resources should be produced using the 'Twinkl Pre-cursive' and 'Twinkl Cursive Looped' fonts as these display the same letter formations as detailed in this policy.
- Children should then complete their daily handwriting practise when working in Literacy books.

Handwriting Stars

- Children are awarded up to 3 stars for their handwriting and presentation. To be awarded 3 stars, handwriting must demonstrate pre-cursive letter formation or be joined using the continuous cursive style. Children who achieve 3 stars for a piece of work can then use a special pencil (KS1) or a handwriting pen (KS2) during their next piece of written work in that subject.