

HILL HOUSE

INTERNATIONAL JUNIOR SCHOOL



Handwriting Policy

Handwriting is a skill which, like reading and spelling, affects written communication across the curriculum. Pupils must be able to write with ease, speed and legibility. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns. Handwriting skills should be taught regularly and systematically.

Aims

At Hill House our aims in teaching handwriting are that the pupils will:

- Achieve a neat, legible style with correctly formed letters in accordance with the cursive font
- Develop flow and speed
- Eventually produce the letters automatically and in their independent writing

In order to achieve these aims, the following principles are followed:

Teaching and Learning

Pupils should:

- Experience coherence and continuity in learning and teaching across the school.
- Develop a recognition and appreciation of pattern and line and be given support in finding a comfortable and accurate grip.
- Understand the importance of clear and neat presentation in order to communicate meaning clearly.
- Be encouraged to take pride in the presentation of their work and therefore study handwriting with a sense of enjoyment and achievement.

Early Years

Pupils take part in activities to develop their fine and gross motor-skills and recognition of patterns; for example, to form letters using their index finger in sand or using paint. Pupils should learn how to correctly hold a pencil, to use a pencil, and to hold it effectively to form recognisable letters, most of which should be correctly formed. They should be given opportunities to develop their handwriting, using the pre-cursive style, to their full potential at that age.

Key Stage 1

Pupils will continue to develop fine and gross motor-skills with a range of multi-sensory activities. Handwriting should be discussed within and linked to phonics sessions. Teachers and support staff continue to guide pupils on how to write letters correctly, using a comfortable and efficient pencil grip. Pupils should now be leaving spaces between words accurately. By the end of Key Stage 1 pupils will be able to write legibly, using upper and lower-case letters appropriately and correct spacing between words using a cursive style.

Key Stage 2

During this stage pupils continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear, fluent style and by the end of Year 6 be able to adapt their handwriting for different purposes, such as: a neat, legible hand for finished, presented work, a faster script for note making and the ability to print for labelling diagrams etc.

Provision for left-handed children

At least 10% of the population are left-handed, the majority of whom are boys. All teachers are aware of the specific needs of left-handed pupils and make appropriate provision:

- Paper should be positioned to the left for right handed pupils and to the right for left handed pupils and slanted to suit the individual in either case; pencils should not be held too close to the point as this can interrupt pupils' line of vision;
- Pupils should be positioned so that they can place their paper to their left side;
- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space;
- Extra practice with left-to-right exercises may well be necessary before pupils write left-to-right automatically.

Teachers are aware of the fact that it is very difficult for left-handed pupils to follow handwriting movements when a right-handed teacher models them. Teachers demonstrate to left-handers on an individual or group basis, even if the resulting writing is not neat.

Capital letters

Capital letters stand alone and are not joined to the next letter. Pupils must practise starting sentences and writing names using a capital letter and not joining the subsequent letter. This should be modelled by the teacher during Literacy and Phonics sessions.

The Role of Parents/Carers

Parents will be encouraged to support their children to produce high quality work following the handwriting and presentation policy guidelines. Pupils will be expected to take the same care with home learning as they do with their class books and the same standards will be expected.

Pen Licences

Pupils will write in pencil until they demonstrate sufficient ability to write fluently and legibly, thus earning a 'pen licence'. Pen licences are awarded in Year 3 and 4 in order to reinforce and maintain high standards of presentation. Children receive a Pen Licence card with the date it is issued. A letter goes home to parents to inform them their child has received a pen licence and details about the fountain pen they need to purchase.



Fig. 1. Pen Licences children are awarded when they have met the expected criteria.

Children are encouraged to self-assess their handwriting using checklists provided by their teacher, typically as follows.

Handwriting Checklist	
<input type="checkbox"/>	My letters are sitting on the line.
<input type="checkbox"/>	My letters are the same size.
<input type="checkbox"/>	My letters are formed correctly.
<input type="checkbox"/>	Capital letters are in the same place.
<input type="checkbox"/>	My writing could easily be read by others.
<input type="checkbox"/>	My tall letters are tall.
<input type="checkbox"/>	Letters g, j, p, q & y go below the line.

Below are the examples of cursive letterforms with entry and exit strokes which pupils aim towards producing.

abcdefghijklmnopqrstuvwxyz

Authorised by	Resolution of the Proprietors
Signed on behalf of the Proprietors	William Townend
Date	12 February 2021

Effective date of the policy	12 February 2021
Review date of the policy	11 February 2022