



Larkrise Handwriting Policy

Children must be able to write with ease, speed and legibility. If they have difficulty, this will limit fluency and inhibit the quality and quantity of their work. Pupils will learn to form individual letters appropriately and accurately first and then by term 3 of Year 2 (January of a 6 term year), pupils will begin to join their handwriting.

Handwriting skills are taught regularly and systematically through the use of the Nelson handwriting scheme. Pupils in the Foundation Stage will use photocopiable masters designed by Kathleen Knights and Nelson, on which they have dotted lines to follow the formation of letters. In Key Stage 1 and 2 teachers will model letter formation and then children will practice in their handwriting book.

Aims

We aim for children to:

- Achieve a neat, legible style with correctly formed letters in handwriting.
- Develop flow and speed.
- Eventually produce the letters automatically and in their independent writing which is evident in all areas of the curriculum.

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

Teaching and Learning

- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate - It should be taught twice a week for 15 minutes in Key Stage 2 and three times a week for 10 minutes in Key Stage 1.
- Patterns are used initially, by writing with a variety of tools and using multisensory methods, to help free flowing hand motions.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked with spelling and phonics (Bugclub).
- When marking or writing comments, members of staff use appropriate handwriting.
- Displayed writing throughout the school includes models neat handwriting. The font used in Lower School and Foundation Unit should be comic sans.

Provision for left handed children

At least 10% of the population are left-handed, the majority of whom are boys. Left-handed children always sit on the left side of right-handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body, and to have their fingers about 1.5cm from the point of their pencil. Teachers in the Foundation Unit are assessed for dominant hand upon entry.

Resources and Writing Materials

- Children are given experience of a variety of writing tools. Pens (handwriting and fountain pens) are used in year 5 and 6.
- Biro's are not used.
- Photocopiable masters (Nelson and Knights) are used in Foundation Stage and Key Stage 1.
- Handwriting books with pairs of lines are used in Key Stage 1 and 2. Pairs of lines help to achieve appropriate height and even formation of letters.
- Guidelines are also used with plain paper.

How handwriting is taught throughout the school

Foundation Stage

In the Foundation Stage children take part in activities to develop gross and fine motor skills and recognition of patterns. Individual letter formation is taught, modelled and practised in working towards the objectives listed below at Key Stage 1.

Key Stage 1

In accordance with the National Literacy Strategy the children are taught how to form both lower case and capital letters and how to join them, whilst still developing fine and gross motor skills with a range of multi-sensory activities. Handwriting is modelled daily in the Bugclub phonics sessions and children are given practice time 3 times a week for 10 minutes.

The children are taught to:

- Write from left to right and from top to bottom.
- Start and finish letters correctly.
- Be consistent with the size and shape of letters and the spacing of letters and words.
- Have the correct pencil grip.
- Find a convenient position for their page.
- Have the correct posture and position.

Key Stage 2

During this stage the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style and by the end

of Key Stage 2, be able to adapt their handwriting for the following different purposes:

- A neat legible hand for finished, presented work.
- A faster script for notes.
- Print for labelling maps or diagrams.

Handwriting will be taught twice a week in two 15 minute sessions.

C. Stewart

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