

Handwriting Policy - September 2018

Teaching time

- There should be a minimum of 2 x 15 handwriting lessons each week as well as time to practice.
- Children who find handwriting difficult should be targeted for daily intervention.



Paper

As motor skills increase then the size of writing should decrease. Children should start writing in A4 plain books then as their handwriting improves then lined exercise books should be introduced.

Early Years - Children's rule's

- All children should write in A4 lined books.
- All letters are formed correctly.
- Digraphs should be joined (e.g. *igh*, *oa*, *ee*)
- Letters will be taught in letter families (Long ladder, curly caterpillar etc.)
- Handwriting books should be introduced at the appropriate time.
- When handwriting books are introduced, the children should follow the Key Stage 1 rules.

Key Stage 1 and 2 - Children's rules:

- All lower case letters start on the line.
- form lower-case letters of the correct size relative to one another
- All letters are joined - dots and crosses are added at the end of the words
- Letters will be formed using the letter families (Long ladder, curly caterpillar etc.)
- Capital letters are not joined.
- Once pen licence has been achieved handwriting must always be joined.

Staff rules:

- Teach letters in groups of similar movements.
- Once a join is mastered it must be used all the time - no printing.
- Don't practise words unless all the letters they contain have been taught.
- Examples of joined up handwriting to be on all display boards.
- Teachers' handwriting to be a good model of joined up writing (marking, in the classroom, etc).
- Children to use handwriting pens when they have achieved their pen licence. First handwriting pen to be given to the children. After that they need to buy pens from the office.

Order of teaching

l ll lll

t tt

ll ll ll

li it

i i i

lit

e ee tie lie

c cc cat

a act

d add

g dig egg leg

h the he

m them me

n then hen

k neck kit lick

b big be tab bat

p pal pig apple

u up pup bun

y ay may day by type

j jay jail jump

qu quick quill queen

s ss as is ask last

z zz zeb zip buzz

x ex excel

o oo look book hook

r rr are car star crazy

v van even

w win won

f fun fan for

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