

## Christ Church Handwriting Policy 2015

### **Aims**

1. To know the importance of clear and neat presentation in order to communicate meaning effectively
2. To write legibly in both joined and printed styles with increasing fluency and speed by:
  - Having a correct pencil grip
  - Knowing that all letters start from the top, except d and e which start in the middle
  - Forming all letters correctly
  - Knowing the size and orientation of letters Equal Opportunities/SEN/EAL
  - See equal opportunities, SEN and EAL policy.

### **Teaching and learning**

There should be a minimum of 1 x basic skills handwriting lesson each week including time to practice. As part of the Learning Journeys in Writing, children are also encouraged to present their final outcomes to an audience. During this time, handwriting and presentation will be taught and encouraged.

Not every occasion warrants 'best' writing - it is more helpful for children to write with a degree of care at an appropriate speed for most normal purposes but the expectation should be that writing is neat and legible on all occasions e.g. a draft then use best writing when there is a clear purpose for best writing

Children who find handwriting difficult should be targeted for daily intervention. **Write Dance** used whole class to support early writing development (EYFS/Y1)

Handwriting is to follow the Nelson Thornes scheme of work.

- *Workbook 5 and 6 (for teacher use-to be copied) initially for some children in Year 1*
- *Developing Skills red level - Year 1*
- *Developing Skills yellow level -Year 2*
- *Developing skills book 1 - Year 3*
- *Developing skills book 2 - Year 4*
- *Developing skills book 3 - Year 5*

## - *Developing skills book 4 - Year 6*

Teachers are required to teach a skill, linked to the Programmes of Study in the New National Curriculum, using the Nelson scheme to aid their delivery. The same language (in line with Nelson Thornes) to be used in each year group: short, tall and tail.

Differentiated activities are also planned for where necessary. Early on it may be appropriate to do hand writing with small groups of similar levels of readiness and motor control, as children show more control it may be more economical to work with larger groups/whole classes.

It is very important that a right handed child is NOT sat on the left hand side of a left handed child.

Pens can be used in English and topic (not maths please) when all letters are correctly formed, work is consistently neat and letters joined in all curriculum areas Pen license awarded in praise assemblies by class teacher as soon as all letters are correctly joined Planning to meet the needs of children's progress in handwriting is completed as part of planning for Basic Skills.

### **Assessment**

Assessment is on-going within the classroom. The senior leadership team will also look at handwriting progress  $\frac{1}{2}$  termly as part of English Book Scrutinies.

The following should be considered:

- Is the writing generally legible?
- Are the letters correctly shaped and proportioned?
- Are the joins made correctly?
- Are the spaces between the letters, words and lines appropriate?
- Is the size of the writing appropriate?
- Is the writing properly aligned?
- Are the writing standards achieved by the majority of pupils in line with the Programmes of Study in the New National Curriculum?
- Are the children using the joins taught in class.

### **Policy Review**

This policy will be reviewed at least annually.

**Kay Taylor**

**Review April 2018**