

Handwriting Policy

Version	1.0
Approving Body	Performance, Standards and Staffing Committee
Date ratified	October 2018
Date issued	October 2018
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Owner	School Improvement Lead
Applies to	All Trust schools, all Trust staff

Version	Date	Reason
1.0	September 2018	To establish a Trust wide policy

The Handwriting policy is intended to ensure consistency, continuity and progression for all pupils in our Academy Trust. It is in place to ensure that all pupils have the opportunity to develop a fluent, legible and cursive script in their writing across the curriculum.

The principal aim is that handwriting becomes an automatic process which frees pupils to focus on the content of the writing. Therefore, handwriting is taught in ways that enhance fluency, legibility, purposefulness and the opportunity for creative expression.

Why cursive?

Children are able to develop a physical memory based on one initial movement, particularly beneficial for children with SEND.

The flow from left to right lessens letter reversal and erratic letter spacing.

There is clear distinction between capitals and lower-case letters.

It minimises smudging for left handed pupils.

Key strategies

1. When children are ready, handwriting is a skill that is taught explicitly. Teachers and other adults model the agreed style as it is not sufficient to require pupils to copy models from a published scheme or worksheet.
2. Sessions are regular, daily where necessary and multi-sensory where appropriate.
3. Four main stages are taught in an age and readiness appropriate manner within individual schools:
 - Readiness for writing: gross and fine motor skills leading to letter formation with lead-ins
 - Beginning to join
 - Securing joins
 - Practicing speed and fluency.
4. The approach is consistently used by all adults when writing in children's books, on the whiteboard, on displays and resources.
5. Importance is placed on good posture and good pencil grip.
6. Single letters are taught in four main groups:
 - Down and off in another direction, exemplified by the letter l : letters i, j, l, t.
 - Down and retrace upwards, exemplified by the letter r: letters b, h, k, m, n, p, r.
 - Anti-clockwise round, exemplified by the letter c: letters: c, a, d, e, g, o, q, f, s.
 - zigzag letters: letters: v, w x z.
7. Joins are taught in six main groups:
 - Slope joins to letters without ascenders: an, en, in, do, um.
 - Slope joins to letters with ascenders: at, el, it, ol, ul.
 - Bridge joins to letters without ascenders: on, ri, vo, wa, fi.
 - Bridge joins to letters with ascenders: oh, wh, ol, ot.
 - Joins from these letters: b, g, j, p, q, s, x, y, z.
 - Incorporating f and x.

Appendix

TEMPLATE LETTER

Dear Parents and Carers

At School we teach cursive, or 'joined-up' style for handwriting throughout the school. We believe this raises standards in writing in the early years and KS1, which will impact throughout the Trust, developing confidence, accuracy, fluency and improved presentation.

The cursive handwriting style helps to:

Minimise confusion for the child as every letter starts on the line with an entry stroke and leads out with an exit stroke.

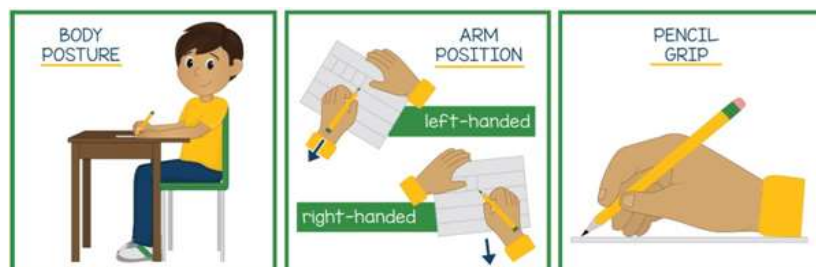
Form spacing between words as the child develops whole word awareness.

Develop a child's visual memory.

Children develop the skills needed to write through both gross and fine motor movements. It is therefore important that our very youngest children continue to get opportunities to climb and scramble as well as having access to a range of chunky and fine mark making equipment. If you are able to take your child to a play area with climbing equipment this will be just as beneficial to their writing development as sitting down with pens and paper.

Helpful hints:

- ☐ Ensure the position your child sits at a table in front of the paper is correct with their feet anchored on the floor and the pencil held correctly. See diagram.
- ☐ Ensure that your child understands where each letter should start and the direction of the pencil line.
- ☐ If lined paper is used all letters sit on the line and letters with descenders go beneath the line.
- ☐ All letters should be written in one movement with the exception of x.
- ☐ Encourage your child not to use capital letters except for the first letter of a name or at the start of a sentence.



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

Aa Bb Cc Dd Ee

Ff Gg Hh Ii Jj

Kk Ll Mm Nn

Oo Pp Qq Rr Ss

Tt Uu Vv Ww

Xx Yy Zz

The quick brown fox jumps over
the lazy dog.

0 1 2 3 4 5 6 7 8 9

Single letters

- Down and off in another direction:
i, j, l, t
- Down and retrace upwards:
b, h, k, m, n, p, r
- Anti-clockwise round:
c, a, d, e, g, o, q, f, s
- zigzag letters:
v, w, x, z

Joins

- Slope joins to letters without ascenders:
an, en in do um
- Slope joins to letters with ascenders:
at, el it, ol, ul
- Bridge joins to letters without ascenders:
on, ri, vo, wa, fi
- Bridge joins to letters with ascenders:
oh wh ol ot
- Joins from these letters:
b g j p q s x y z
- Incorporating: *f* and *x* *fox*