



NORTHSIDE Primary School

Handwriting Policy

Last review: September 2022

Ratified: January 2019

Review: September 2024

Rationale

At Northside Primary School we believe that fluent, legible handwriting is an essential life skill as it encourages pupils to feel pride in what they have written.

'Joined handwriting should be the norm; pupils should be able to use it fast enough to keep pace with what they want to say.' National Curriculum 2014

Northside Values

RESPECT – children are taught neat, clear handwriting shows respect and that that presentation gives the reader and impression of you which means you aim for it to be the best that it can be.

PRIDE – joined handwriting reflects the pride the children take in their work and in their achievements in writing across the curriculum.

INCLUSION – all styles and skills are appreciated and supported to be incorporated into the learning and use of cursive handwriting.

CHALLENGE – learning how to form letters and then moving on to how to join and finally developing a writing style with choices made about the letters they join, are all appropriate challenges for our children throughout the year groups.

CREATIVITY – children are encouraged to mark make and develop their own handwriting from the EYFS onwards. Pairing this with the skill of using accurate cursive handwriting allows the children to be creative and enjoy writing.

RESILIENCE – resilience is promoted and demonstrated through the challenge of learning new joins but also in maintaining joined handwriting throughout entire pieces of work.

In practice

By teachers following the handwriting policy the pupils will:

- develop their ability to write with ease, speed and legibility, enabling them to maximise the fluency, quality and quantity of their work.
- write legibly in both joined and printed styles by;
 - Having a correct pen/pencil grip and
 - Forming all letters and numbers correctly

Expectations for Teaching Staff

- A cursive handwriting model will be used from Year 2 onwards.
- Foundation Stage will have short daily handwriting sessions during the phonics lessons.
- Key Stage 1 will have daily 10 minute discrete handwriting lessons

- Key Stage 2 will have 15 minute discrete handwriting lessons three times a week.
- Key Stage 2 pupils who find handwriting difficult will have daily lessons.
- Each year group except EYFS and Year 6 will have a lined handwriting book. By the end of Year 5 all children will have developed fluency in handwriting, there may be some children that continue to have individualised teaching but this will be a rarity.
- Teachers will promote correct writing posture with the child sitting comfortably with feet flat on the floor and body upright.
- The paper should be positioned to a comfortable angle and moved up as the page is filled.
- Adequate space is needed so that the pupils are able to write without their elbows touching.
- Correct pencil grip will be taught in EYFS onwards.
- Pencil grip should be firm but relaxed. The pupils should be made aware that they should not grip so that their hand aches but need to be able to apply some pressure.
- Opportunities must be planned for pupils to write up drafted work into "best".
- Pupils in Key Stage 1 will write in pencil. In Year 3, pupils will be able to gain their pen licence once a fluent and accurate joined style has been established.
- Pupils, with their pen licence, will write in blue ink.
- All adults will model a good example of the appropriate level of writing to the pupils.
- Practise handwriting in conjunction with spelling and number formation in Maths.

Expectations for Pupils

Foundation Stage- write letters using the correct sequence of movements.

Develop skills including:

- good gross motor control with particular emphasis on posture and balance through activities such as dance, football, use of small apparatus, cycling, gripping climbing frames and building with large-scale construction kits
- fine motor control through activities such as art, mark making, pegboards, weaving, small construction, sand and water play etc.
- a recognition of pattern
- a language to talk about shapes and movements

Year 1 - form lower case letters correctly

Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction and formation
- form capital letters
- form digits 0-9

- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

Year 2- use the four basic handwriting joins with confidence in independent writing.

Pupils should be taught:

- to form lower-case letters of the correct size relative to one another
- to write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- which letters should not be joined
- to write with a joined style as soon as they can form letters securely with the correct orientation.
- to use spacing between words that reflects the size of the letters.
- to use diagonal strokes needed to join letters
 - without ascenders, e.g. ai, ar, un
 - with ascenders e.g. ab, ul, it
- to use horizontal strokes needed to join letters
 - without ascenders, e.g. ou, vi, wi
 - with ascenders, e.g. ol, wh, ot

Years 3 and 4 – use joined handwriting which is consistent in size and shape.

Pupils should be taught to:

- increase the legibility, consistency and quality of their handwriting e.g. ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.
- increase the speed and fluency of their handwriting

Years 5 and 6 – use fluent joined up handwriting for all writing all except where other special forms are required.

Pupils should be taught to:

- write legibly, fluently and with increasing speed.
- use a print style, for example, for labelling a diagram or data, writing an email address, or for algebra and capital letters, e.g. for filling in a form.
- choose the writing implement that is best suited for a task.
- use a pen to write (Year 5).
- use a fountain pen to write (Year 6).

Appendix 1: Capital Letter and Number Formation



Appendix 2: Cursive Letter Formation

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