

Eastfield Primary Handwriting Policy

Rationale

At Eastfield we are very proud of our pupil's handwriting and take particular care in our cursive handwriting style. We use Letter-join's on-line handwriting resource as the basis of our handwriting policy as it covers all the requirements of the National Curriculum.

Objectives

- Handwriting is a basic skill that influences the quality of work throughout the curriculum. By the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.
- Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

Aims

- To develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Expectations

All teaching staff are encouraged to model the cursive style in all their handwriting, whether on whiteboards, displays or in pupils' books.

Consistency throughout the school

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

Handwriting frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out regularly and systematically to ensure Key Stage targets are met.

Pens and pencils

Children will start handwriting using a soft pencil. When fine motor skills have been established and their handwriting and presentation is legible, neat and cursive across all of their workbook's pupils may request to obtain a pen licence and use a blue or black ball point pen. Pen licences can be granted by the English subject leader to ensure consistency of expectations and standards is met across the whole school. Children can request a pen licence from Year 2 (summer term) to Year 6.

Clear guidance should be given to pupils with a pen licence, by their class teacher, about what to do should they make a mistake when using a pen to write.

Inclusion

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support and intervention will be put into place. Letter-join's Lesson Planners all include differentiation activities for extra practice/challenge.

Handwriting at Home

Pupils are encouraged to practise their handwriting at home by using the Pupil log-in for Letter-join. Teachers will set specific tasks such as:

- Magic Patterns
- Magic Words
- PhonicsMatch
- Word Search
- Word Bank
- Write it Right!

Children can also watch the word and letter animations and practice and explore other handwriting resources on Letter-join.

Please see the guidance (appendix 3) for how to set a home learning task for pupils.



Teaching and learning

Early Years

For our youngest pupils we teach short handwriting lessons on a daily basis, which will include the following:

- enhancing gross motor skills such as air-writing, pattern-making and physical activities
- exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, tablets, etc.
- becoming familiar with letter shapes, their sounds, formation and vocabulary
- correct sitting position and pencil grip for handwriting



Lesson Planner Module 1 for EYFS teaches pre-cursive patterns and cursive, lower case letters. It starts with Getting Ready for Handwriting including fine and gross motor skills warm-up exercises, correct sitting position and tripod pencil grip.



The first module is divided into three sections covering:

- pre-cursive patterns
- easy letters and words
- harder letters and words

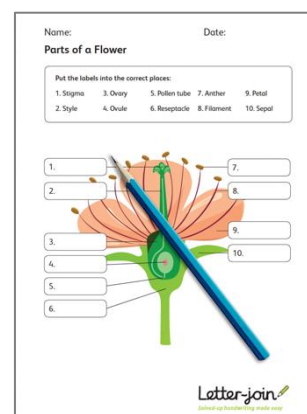
At the end of this module, children should be able to recognise and form all the lowercase letters of the alphabet and write words using the correct joining techniques.

Key Stage 1: Years 1 and 2

Teaching of handwriting consists of 5 short lessons per week. Progressing to 2 longer lessons by the end of the year if this reflects the needs of the class.

- continuing with gross and fine motor skills exercises
- strengthening cursive handwriting, learning and practice
- numerals, capitals and printed letters; where and when to use, learning and practice
- KS1 SATs SPaG exercises

Lesson Planner Module 2 for Year 1 contains lessons for teaching how to write capital letters, printed letters, numbers and symbols, whilst reinforcing cursive handwriting using Letter-join's on-line and printed resources. It is divided into three sections covering:

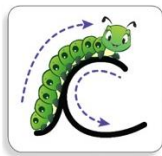


- capital letters
- printed letters
- numbers and symbols

On finishing this module, children should be confident in writing all the capital and printed letters, numbers and symbols and start to become familiar with their use.



Lesson Planner Module 3 for Year 2 includes lessons to improve letter formation and orientation of letters through regular practice and to support spelling, grammar and punctuation in readiness for KS1 SATs. The sections in this module cover:



- letter families
- high frequency words
- joining techniques
- sequencing sentences
- dictation exercises
- times table facts
- SPaG practice for KS1 SATs

With the regular handwriting practice throughout this module, children should now be developing the fluency and speed of their writing.

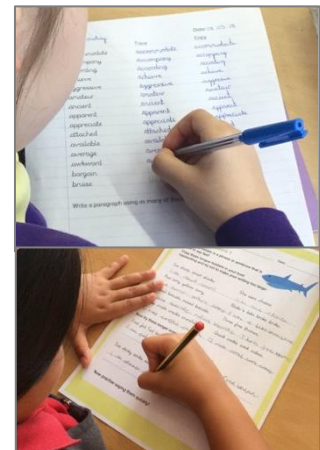


Lower Key Stage 2: Years 3 and 4

Teaching of handwriting consists of 5 short lessons per week. Progressing to 2 longer lessons by the end of the year if this reflects the needs of the class in Lower Key stage 2

Lesson Planner Module 4 for Year 3 is targeted at children in lower KS2 where pupils should be using a cursive style throughout their independent writing in all subjects, helping to refine their handwriting in line with the requirements of each lesson. This module covers topics such as dictation, double letters, number vocabulary, palindromes, tongue twisters, MFL (French and Spanish), onomatopoeia, simile and statutory spellings.

Completion of Module 4 should ensure improvement in the legibility, consistency and quality of the children's handwriting through a variety of resources which link handwriting to other areas of the curriculum.



Lesson Planner Module 5 for Year 4 focuses on using handwriting practice to support other subjects in the curriculum and, at the same time, builds on fluency and consistency. This module aims to promote meaningful links with other subjects such as English, maths, science, geography, French and Spanish. Making such links enables children to apply the skills they are learning in context and also provides depth to the curriculum.

Learners will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.

On concluding this module, children will have practised applying size-appropriate handwriting to all areas of the curriculum whilst maintaining fluency and legibility.

Children who require additional support with their handwriting should receive 5 short session per week as opposed to the two longer sessions.

Upper Key Stage 2: Years 5 and 6

More advanced handwriting techniques will be taught during two weekly lessons:

- reinforcing cursive handwriting across the curriculum
- form-filling/labelling using printed and capital letters
- dictation exercises promoting quick note-taking and speedy handwriting writing skills
- KS2 SATs SPaG practice

Lesson Planner Module 6 for Year 5 continues to build on combining fluent handwriting with other subjects across the curriculum.

In this module, learners will have plenty of opportunity to develop the stamina and skills to write at length, with accurate spelling and punctuation. With Letter-join's wide range of resources they will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects.

On completing this module, children should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

EXAMPLE

Word of the Week: precarious

Write this week's word six times:

precarious precarious precarious
precarious precarious precarious

Use a dictionary to find the definition of this week's word:

If something is precarious, it is not safe and likely to fall off or fall over.

Write some synonyms of this week's word:

insecure risky hazardous
treacherous unsafe dangerous

Write some antonyms of this week's word:

safe fixed strong
secure protected stable

Write a sentence using this week's word:

The cat was in a precarious position in the tree.
Beware: this cliff edge is precarious.
Take care on that precarious, old ladder.
The stranded climber was in a precarious situation.

Letter-join

Dictation Exercises

<p>Key Stage 2 More challenging exercises</p> <p>4 small sebumas 24-10-2003</p> <p>My birthplace is Scotland but at seven, I moved...</p> <p>A shopping list, complex numbers and a longer written passage.</p>	<p>Key Stage 2 Traditional stories and poems.</p> <p>Hansel and Gretel</p> <p>Suddenly the door opened, and an old woman came out.</p> <p>Dictation exercises using extracts from traditional stories and poems.</p>
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Lesson Planner Module 7 Year 6 presents learners with a range of tasks where they have to decide on an appropriate style of handwriting. Promoting speedy, fluent writing continues to be a strong feature.

Challenging dictation exercises will refine pupils' revising and checking skills as well as boosting their handwriting speed, stamina and fluency. A range of curriculum-based worksheets will give pupils the opportunity to practise writing at length.

Module 7 also contains a series of worksheets to aid KS2 SATs SPaG revision. They are designed to support year 6 pupils in meeting expected standards for spelling, punctuation and grammar, with lots of SPaG preparation and plenty of handwriting practice.

By the end of this module, children should be able to adapt their handwriting for a range of tasks and purposes and to create different effects. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes, a final handwritten version, an un-joined style or capital letters. All of these writing styles are covered in this module.

Children who require additional support with their handwriting should receive 5 short session per week as opposed to the two longer sessions.

Correct posture and tripod pencil grip

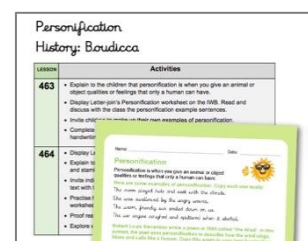
From Early Years, Pupils should be taught the correct posture and tripod pencil grip to support their handwriting.

In Key Stage one and Lower Key Stage two, pupils should be reminded of the correct posture and grip at the beginning of each session modelled by the class teacher.

In Upper Key Stage two, pupils should demonstrate the correct posture and grip during handwriting sessions as well as when they are completing other writing tasks if this has become embedded.

See Appendix 1 for guidance on the correct posture and tripod pencil grip.

Date Reviewed: November 2020
Due for Review: November 2021

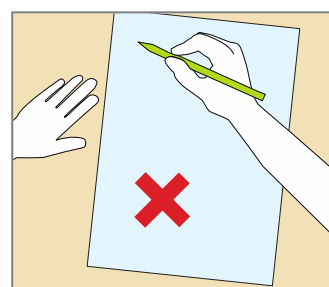
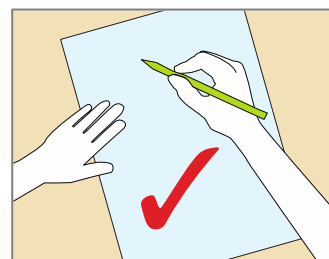
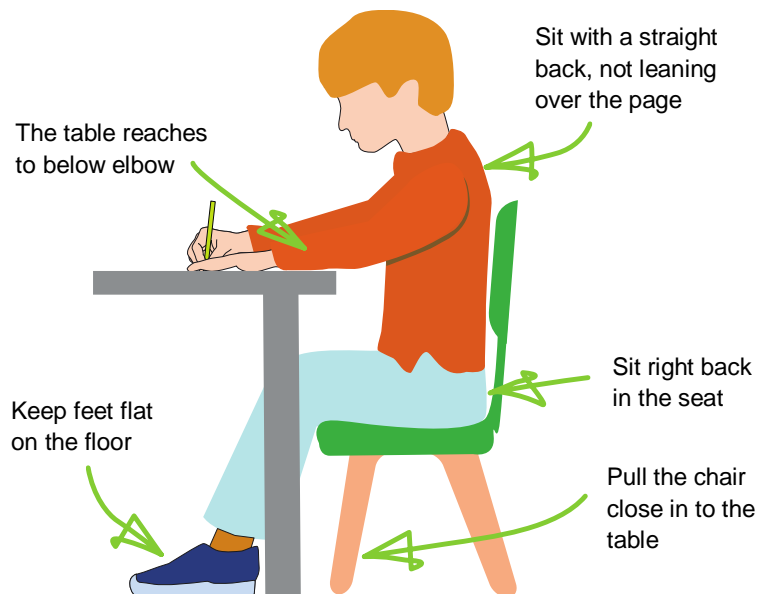


Appendix

1. Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

SITTING POSITION

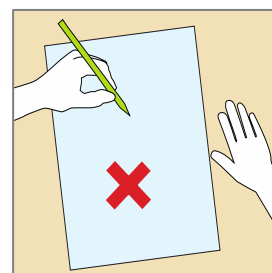
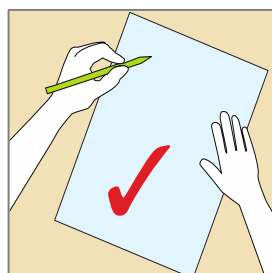
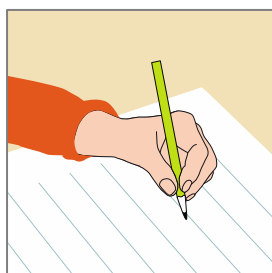
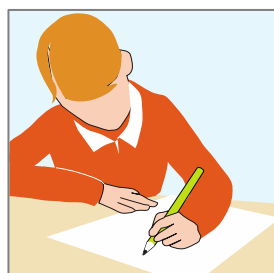


Paper position for right-handed children.

LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow the movements of right-handed teachers as they model letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.

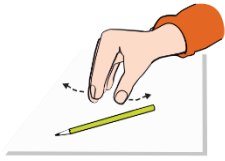


Paper position for left-handed children.

The Tripod Pencil Grip

- Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib. We use the Tripod Grip Rhyme:

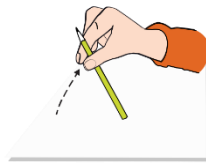
Right-handed pencil grip



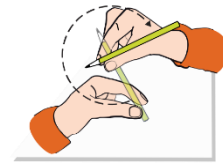
Point away the pencil,



Pinch it near the tip,



Lift it off the table,

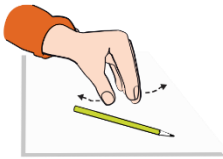


Spin it round...

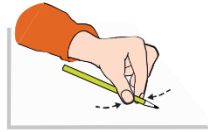


and grip.

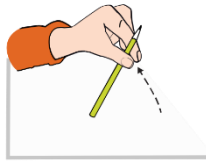
Left-handed pencil grip



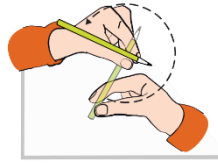
Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.

Home log-in

Dear Parents,

Our school is now part of the Letter-join handwriting scheme and our pupils can log in to the Letter-join website on iPads and tablets as well as desktop and laptop computers at home.

There you will find the same, easy-to-use handwriting resources that we use at school.



PC DESKTOP AND LAPTOP LOG-IN

Log in at www.letterjoin.co.uk and use the Desktop log-in option with these details:

User name: wk9546

Password: home

PC Browsers:

Letter-join will work on the following browsers on PCs/Macs:

- Google Chrome
- Firefox
- Safari

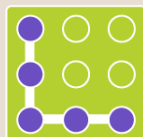
Do not use Internet Explore

IPAD AND TABLET LOG-IN

Go to www.letterjoin.co.uk and use the Tablet log-in option with these details:

User name: wk9546

Swipe code
(starting at top left):



Tablet/iPad Browsers:

- Letter-join will run on the following tablets:
- iPads running iOS7 and above through the Safari browser.
- Windows 8 tablets (8 inch and bigger) using the built-in browser.
- Android tablets (8 inch and bigger) using Google Chrome, Firefox or Opera.

Choose a Classroom



The screenshot shows the Letter-join logo at the top left. Below it is a red header with the text "Choose your class name". The main area contains two columns of buttons. The left column has buttons for "Free Play", "Windsor", "Dover", and "Cardiff". The right column has buttons for "Richmond", "Buckingham", "Warwick", and "Bamburgh". At the bottom, there is a small link: "Don't see your class? Ask your school to set your Class Name".

Choose your class name	
Free Play	Richmond
Windsor	Buckingham
Dover	Warwick
Cardiff	Bamburgh

[Don't see your class? Ask your school to set your Class Name](#)

Once logged-in, choose your child's classroom and you can use Letter-join's resources and fun activities to reinforce the handwriting we teach at school. You can trace over the letters and words and play the games on your tablet.

We are limited to the number of users who can log in to this account, so please do not share these log-in details.