

Appleton Wiske Community Primary School
Handwriting Policy

Aims

It is essential that teaching develops pupils' competence in transcription (handwriting and spelling). Writing depends on fluent, legible and, eventually, speedy handwriting. Pupils are expected to write clearly, accurately and coherently, adapting their handwriting style in and for a range of contexts, purposes and audiences. They need to develop a comfortable, swift style, using pencil or pen (fibre-tipped, roller ball or biro).

At Appleton Wiske Community Primary School:

- Handwriting style will be **cursive**.
- Lower case letters will start on the line with all capitals and numbers starting from the top.
- Spacing will be a finger space.
- We will teach handwriting in a way that will facilitate combinations of letters to form words because good handwriting is closely linked to good spelling.
- Pupils will, from an early age, practise manipulative skills and hand/eye coordination.
- Attention will be given to finger grip, sitting position and position of paper.
- Careful consideration will be given to left-handed pupils; they will receive specific teaching to meet their needs.
- Both lined and unlined paper will be used depending on the task and the pupil. Lines will be used to encourage proper use of ascenders and descenders.
- We will encourage pride in presentation and give a pupil's written work status.
- We will encourage and expect good quality handwriting in **all** subject areas of the curriculum.
- We will display written work to celebrate and recognise good practice.

Teaching Handwriting

Handwriting will be taught in discrete sessions and will be timetabled daily for each class. We have agreed the style of each letter to be used throughout the school (see appendix A). The 'Handwriting Rescue' scheme has been adopted throughout the school as a teaching resource and also as a handwriting intervention for individuals and small groups when necessary. Additional handwriting interventions may also be used for identified pupils.

EYFS and Year 1:

Pupils will begin formal formation of letters **from the line** when each pupil is ready to do so, as determined by the class teacher. Pupils will join their letters as soon as they can form letters accurately. Pupils will be taught to:

- Sit correctly and hold a pencil comfortably and correctly.
- Form lower case letters in the correct direction starting from the line.
- Form capital letters and digits 0-9.
- Understand which letters belong to which handwriting family.

Year 2:

Pupils should be able to form individual letters correctly, therefore establishing good handwriting habits. They should be taught to join their letters as soon as they can form letters securely. Pupils will be taught to:

- Form lower case letters of the correct size relative to one another.
- Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
- Use spacing between words that reflects the size of the letters.

Years 3-4:

Joined handwriting should be expected throughout independent writing. Pupils should be able to use it fast enough to keep pace with what they want to say. Pupils will be taught to:

- Use the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Increase the legibility, consistency and quality of their handwriting, i.e. by ensuring that the down strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.

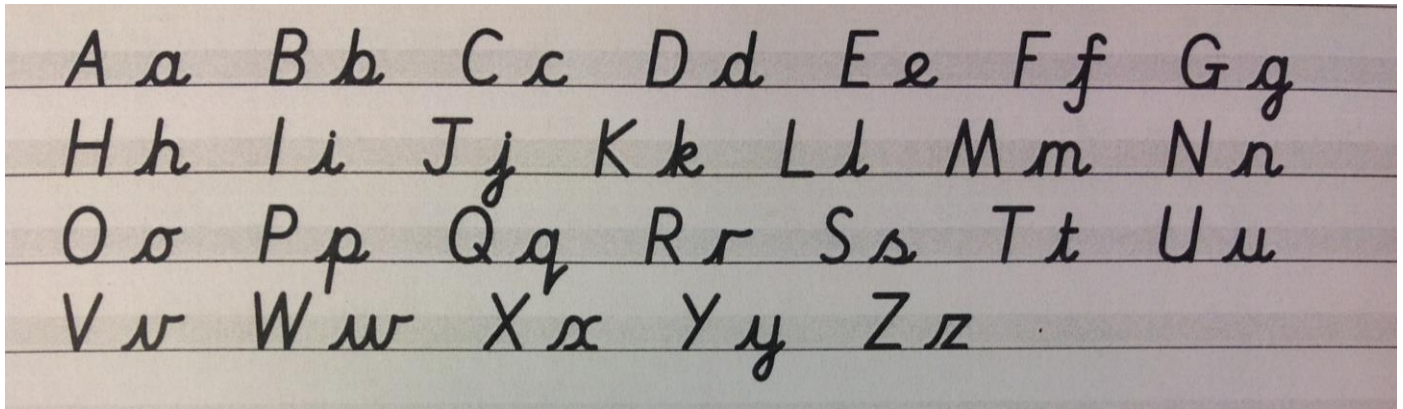
Years 5-6:

Pupils should be able to write down their ideas quickly. By Year 6, reading and writing should be sufficiently fluent and effortless to prepare for Year 7. Pupils will be taught to write legibly, fluently and with increasing speed. Pupils should be able to choose which shape of letter to use and decide, as part of their personal style, whether or not to join specific letters.

Revised: June 2024

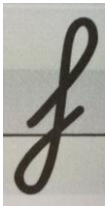
Review date: June 2026

Handwriting Policy
Lower Case and Upper Case Letters



Alternative letter formations:

F



X

