



Atherton Sacred Heart RC Primary School

Handwriting Policy



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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.

Here at Sacred Heart we use the Nelson Thornes Handwriting Scheme with the following letter formation.

Lower Case

abcdefghijklmnopqrstuvwxyz

Upper Case

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

Numbers

1 2 3 4 5 6 7 8 9 0





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The Four Joins

1. to letters without ascenders
2. to letters with ascenders
3. horizontal joins
4. horizontal joins to letters with ascenders

abcdefghijklmnopqrstuvwxyz

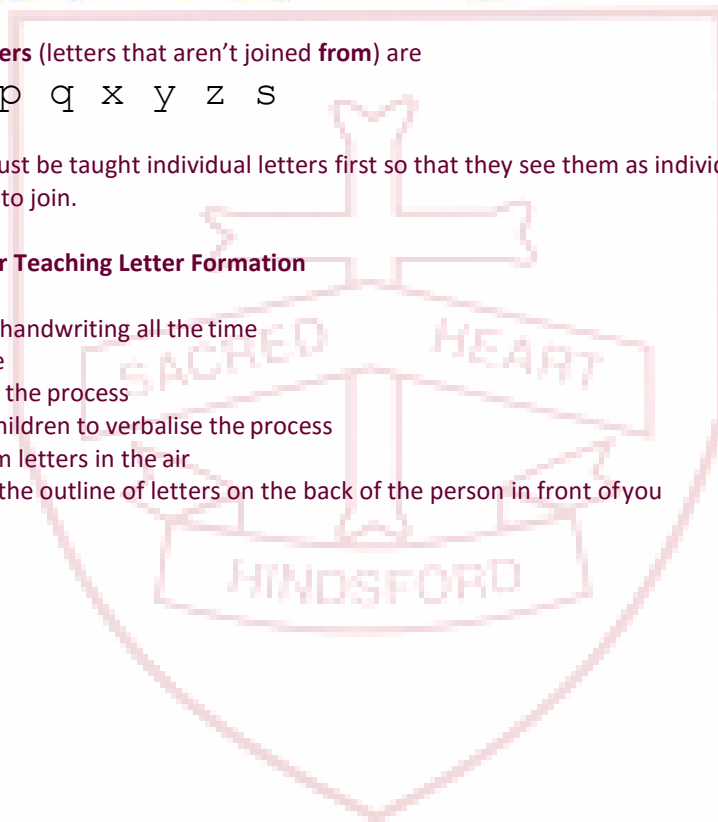
The break letters (letters that aren't joined **from**) are

b g j p q x y z s

NB children must be taught individual letters first so that they see them as individual units **BEFORE** learning to join.

Techniques for Teaching Letter Formation

- Model good handwriting all the time
- Demonstrate
- Talk through the process
- Encourage children to verbalise the process
- Children form letters in the air
- Finger trace the outline of letters on the back of the person in front of you





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Getting Ready to Write

Seating and posture

- Chair and table should be at a comfortable height
- Encourage children to sit up straight and not slouch
- Tables should be free of clutter
- Rooms should be well lit

KS1

Children should write with a pencil (or pen when introduced). Pencils should be reasonably sharp.

Use of Pens

From year 2 onwards children should be assessed for pen readiness. All written work, in English, RE and Humanities should then be in pen. Children should use BIC school pens – black ink. Pen can be suspended at any time, if felt appropriate.

Assessing for Pen Readiness

Children should be observed as they write during handwriting lessons – the teacher must circulate, monitor and intervene. Teachers also need to monitor and mark whole pieces of writing. 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?
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Links to Spelling

Linking handwriting with spelling is one of the most powerful ways of developing the visual memory. Where appropriate, handwriting sessions can be linked to phonics/spelling sessions in class.

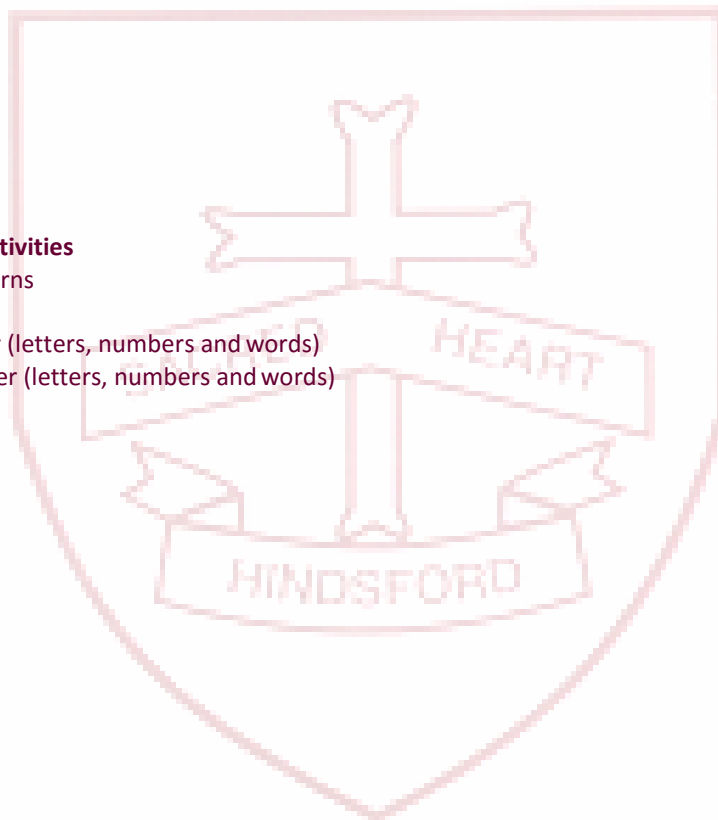
Order of Teaching

Single letters (YR and Y1)

- c a d g q o
- e s f
- i l t
- u y j k
- r n m
- h b p
- v w x z

Supporting Activities

- tracing patterns
- tracing
- copying over (letters, numbers and words)
- copying under (letters, numbers and words)





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Presentation

A high standard of presentation is expected across **all subjects in the curriculum**.

REMEMBER DUMTUMS (ensure all the children are able to remember this)

Date **Underline** **Miss a line** **(Title)/Wilf** **Underline** **Miss a line**
Start

KS1 - WALT/WILF can be typed, or written by the child as appropriate.
KS2 – WALT/WILF should be written by the child and **all** underlined with a ruler.
Mistakes should be crossed out using one line **drawn with a ruler**.
School handwriting policy should be followed by **all** staff and children at **all** times.

English

Date should be written in words
e.g. Monday 12th September 2013.
School handwriting policy should be followed by **all** staff and children at **all** times.
All work to be done in yellow books.

Maths

Date should be underlined and have the day written and date in figures
e.g. Monday 12. 9.13
One square should be used for each digit.
All digits should be placed underneath each other in correct columns to aid calculations.
A line should be left blank between each new calculation.
A ruler should be used for all tables and underlining.
All number work should be carried out in squared book and any shape, space and measures work in plain books.

Reviewed: September 2017

Next review: September 2019
