

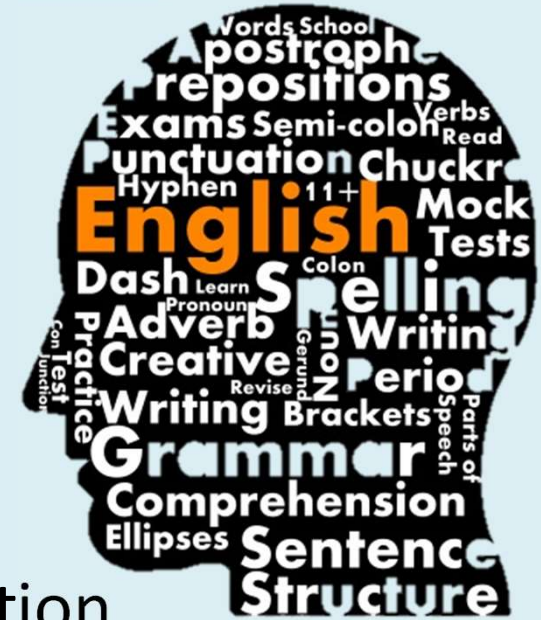
# Handwriting Policy and Handwriting Scale



Staff Meeting 24/2/21

# The Strands of English

- Spoken Language
- Writing
  - Transcription
  - Composition
  - Vocabulary, grammar and punctuation
- Reading
  - Word Reading
  - Comprehension



# Aims of the Policy

- Set out a consistent cursive approach across the whole school to ensure high levels of presentation.
- Adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays/resources.
- Support pupils in achieving neat, legible writing using correctly formed letters in cursive handwriting.
- Help pupils develop the fluency and speed of writing that is required for written tasks.
- Help pupils to tackle difficulties with letter orientation.

Cursive Lower Case Letters

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

# Pupils working Pre-curriculum

- Pupils should be introduced to pre-cursive and cursive script at the earliest stages of writing.
- At this stage pupils will not be joining their letters but will be developing letters with flicks so they are ready for accessing National Curriculum Expectations.
- A range of tools such as; triangular pencils and large chinks are used in order to rehearse writing skills on different surfaces.

# Pupils working within the National Curriculum

- Handwriting is taught during phonics sessions, English lessons and in fine motor groups.
- Additional needs focusing on gross and fine motor may also cater to the development of handwriting, when appropriate.
- Pupils should be taught to use joined handwriting throughout a range of writing tasks.
- Once pupils are confident in letter formation and joins are accurate handwriting should continue to be taught with the aim of increasing fluency with which pupils are able to write.
- Children should develop their understanding of what style of handwriting is appropriate for a particular task, quick notes or final draft.
- Children should be taught to use pre-cursive handwriting for a range of purposes including capital letters, filling in forms and labelling diagrams.

# Teaching Order for Letter Formation

**Family 1:** The anti-clockwise letters

**Family 2:** Down and off in another direction

**Family 3:** With a stick and a curve

**Family 4:** Zig Zag Letters

1) c, a, d, g, q, o, f, e, s

2) l, i, j, t, u, y

3) r, b, h, k, k, m, n, p

4) v, w, x, z



# Teaching Joins

Diagonal joins to letters without ascenders	<i>ai, ar, us, au, aw, er, ew, ir, ur, ss, as, ea, ae, ee, ie, se, ue</i>
Horizontal joins to letters without ascenders	<i>ou, vi, wi, xe, ere, oe, re, ure, ve, we, oi, on, oo, or, ov, ow, oa</i>
Diagonal joins to letters with ascenders	<i>ab, ul, it, ch, kn, ll, sh, th, ed, be, de, br</i>
Horizontal joins to letters with ascenders	<i>ol, wh, ot</i>
Diagonal joins to letters with descenders	<i>ff, ph, qu, igh, ing, ng, squ, fe, ge, pe</i>
Horizontal joins to letters with descenders	<i>op, oy</i>

# Correcting Posture

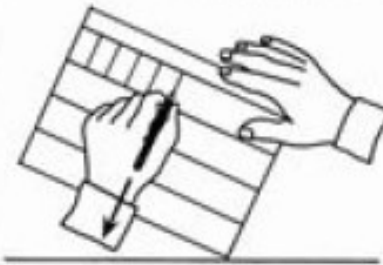
## GOOD POSTURE

1. Both feet on the floor
2. Elbows off edge of desk
3. Sit back in the chair
4. Shoulders slightly forward
5. Proper desk height

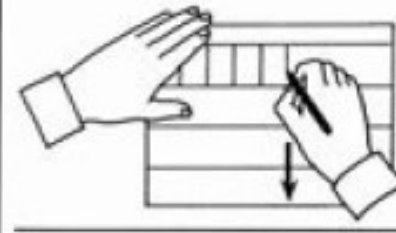


**GOOD HANDWRITING**

## PAPER POSITION



**LEFT  
HANDED**



**RIGHT  
HANDED**

## PENCIL POSITION

**LEFT  
HANDED**



**RIGHT  
HANDED**



# Typical Development of Pencil Grasp

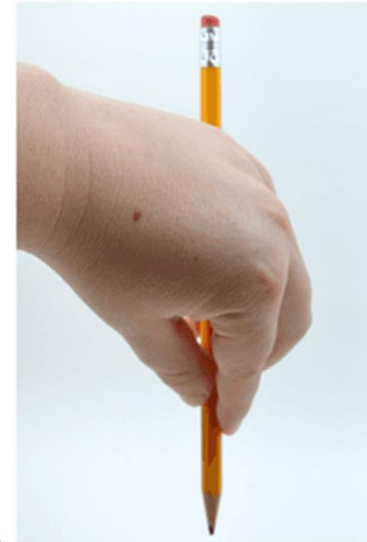
10 months  
Pincer Grasp



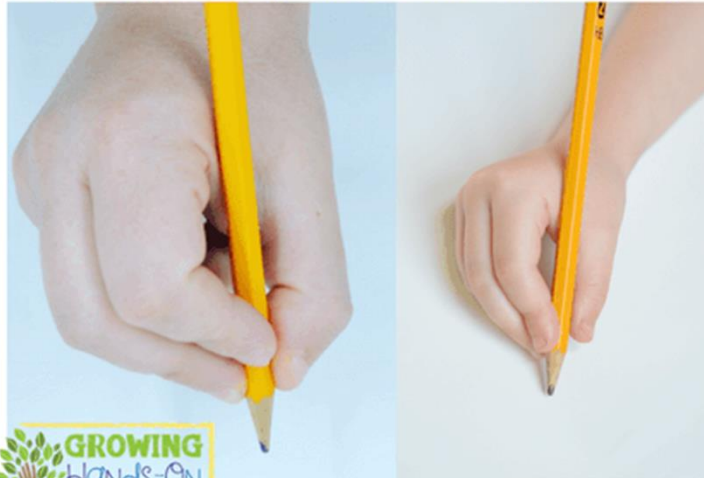
12-15 months  
Palmar Supinate Grasp



2-3 years  
Digital Pronate Grasp



3-4 years  
Quadrupod Grasp and/or Static Tripod Grasp



4-6 years  
Dynamic Tripod Grasp



# Updated Handwriting Scale

- Looking purely at letter formation, orientation and spacing. (Spelling is not assessed while looking at handwriting)
- The examples in the handwriting scale are a guide only.