

Conisbrough Ivanhoe Primary Academy



Handwriting and Presentation Policy

2019-2020

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At Conisbrough Ivanhoe Primary Academy, handwriting is extremely important to us. We understand that handwriting is a motor activity which needs to be taught as it is not a skill which is learnt naturally, such as talking or walking. The scheme implemented throughout school is the Collins Primary Handwriting Scheme, which introduces Cursive Handwriting from the beginning.

Cursive Handwriting incorporates letters which begin on the line with an entry stroke and an exit stroke. We believe that using this scheme throughout school will help to raise standards and in turn a child's own confidence, accuracy, fluency and presentation.

Aims and Objectives:

Across school, we aim for children to be able to:

- Form all letters correctly, being aware of appropriate size and orientation of letters.
- Develop a fluent, clear and legible style of handwriting.
- Take pride in any writing work; ensuring it is consistently to a high standard.

Activities within school to promote handwriting:

- Discrete, short sessions to take place at least four times per week, led by the class teacher.
- Teachers to model good handwriting practise whenever completing writing on the board or within written feedback where applicable.
- Handwriting Heroes Day to take place annually to celebrate children who have worked hard on improving their written style.

Foundation Stage:

To achieve good handwriting, hand-eye coordination and motor control need to be mastered. Pupils in the Foundation Stage will be taught handwriting through movement with the end goal culminating in the actual writing of letters.

Children will also:

- Use tools and equipment.
- Participate in activities which use hand-eye coordination.
- Draw circles and lines using their gross motor movements.
- Manipulative objects with increasing control.
- Start to use anticlockwise movements and retrace vertical lines.
- Begin to form letters.
- Use a pencil and hold it effectively to begin forming recognisable letters.

The National Curriculum English Programmes of Study provides guidance on teaching handwriting:

Year 1 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, starting and finishing in the right place.
- 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.
- Make links with phonics and spelling.

Year 2 pupils should 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 not joined.
- 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.

Year 3/4 pupils should be taught to:

- Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left not joined.
- Increase the legibility, consistency and quality of their handwriting, e.g. 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.

Year 5-6 pupils should be taught to:

Write legibly, fluently, with increasing speed and personal style by:

- Choosing which shape of a letter to use when given choices and deciding, as part of their personal style, whether or not to join specific letters.
- Choosing the writing implement that is best suited for a task (e.g. quick notes, letters).

Expectations for Standards of Presentation:

- Pupils are required to look after exercise books/folders and not deface them.
- The full date and title of all work must appear on each piece of work and must be neatly underlined in pencil.
- In Numeracy, the short date may be used.
- From Year 1 onwards, pupils must use rulers to draw straight lines.
- Children should be taught to plan their work to make it look attractive and well presented.
- They should not use writing or drawing media that is not approved or fit for the purpose of their work.

Resources:

To ensure beautiful handwriting and presentation become embedded across all written work, children in Year 1 and Year 2 will write within Independent Literacy books which contain the handwriting guidelines which are found in their handwriting books to ensure that children can practise these skills with the necessary guidance.¹ From Year 3 onwards, these guidelines will be taken away and children will progress on to standard exercise books in order for them to demonstrate their handwriting skills independently.

Additional Support:

Pupils with Special Educational Needs may need extra support to nurture and develop handwriting skills, including children who experience motor coordination difficulties. In these specific cases, additional help from trained professionals and teaching assistants will be put into place in order to ensure these children do not fall behind and are able to access the curriculum at the same rate as their peers.

¹ In order to demonstrate that Year 2 children are able to write independently without handwriting guidelines, they will produce at least one published piece of work to count towards evidence needed for moderation.