



## **William Penn Handwriting Policy**

### **Why is handwriting important?**

Handwriting is a skill that, like reading and spelling, affects written communication across the curriculum. It should be taught directly by demonstration, explanation and practice.

Handwriting is a movement skill. The movements of the hand when writing are firmly established in your movement memory because they have been made so often. This is why children need to practise handwriting movements correctly and often.

It is very important that children learn to form the letters of the alphabet with the correct sequence of strokes from the beginning. Children who have been allowed to invent their own ways of forming letters will find it harder to change the longer they are allowed to persist, and will find it extremely difficult to write with a fluent, joined hand. The correct formation of all letters needs to become quite automatic and may require a lot of practice.

Handwriting can often be a means by which children can express pride in the work that they are doing.

### **Aims**

We aim for children to:

- Achieve a neat legible style with correctly formed letters
- Develop flow and speed
- Eventually produce the letters automatically in their independent writing
- Take pride in the presentation of their work and enjoy the feeling of satisfaction resulting from producing work to an aesthetically high standard

**In order to achieve these aims, the following principles are followed:**

### **Teaching and Learning: Read Write Inc Handwriting in Key Stage 1**

There are regular timetabled slots for handwriting in Key Stage 1 to ensure that children build up their handwriting skills every day. The physical process of writing is enjoyable from the start. Mnemonics – memory pictures - are used to help children visualise the letter or join before they write it down. Children are not asked to copy letters or words. They need to focus on their own formation of letters and joins.

5 to 10 minutes is needed for each handwriting session marked on the Get Writing timetable.

There are 3 handwriting stages:

#### **Stage 1**

These handwriting lessons are taught while children cover the Red, Green, Purple, Pink and Orange Storybooks in the Get Writing scheme. The online checklists for each letter formation are in the Phonics section of the Oxford Owl website.

#### **Stage 1a: Children practise correct letter formation.**

Children learn correct letter formation using the same picture mnemonics they have already learnt in Speed Sound Set 1 lessons. Children write on plain paper. These letters are now taught in handwriting groups.

- 'Around' letters: **c a o d g q**
- 'Down' letters: **l t b p k h i j m n r u y**
- 'Curly' letters: **e f s**
- 'Zig –zag' letters: **v w z x**

### Stage 1b: Children learn where to place the letters on the writing line.

Once children can form the letters correctly, they learn how to place the letters on the line. Picture mnemonics help children to visualise the size and placement.

- Small letters are called 'boat letters': **a c e i m n o r s u v w x z**
- Letters that are written below the 'water' line are called 'water letters': **g j p q y**
- Tall letters are called 'sun letters' as they reach the sun: **b d h k l t f**


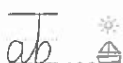
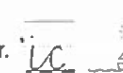
### Stage 2

These lessons are taught while children read the Yellow, Blue and Grey storybooks. New characters are used to help them develop a style of writing that will lead to joined-up writing. This stage introduces the **formation family**: six sisters, two uncles and their two pets. These new mnemonic pictures help children to visualise the new shapes.

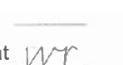

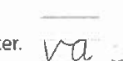
### Stage 3

These lessons are taught while children read the Yellow, Blue, and Grey Storybooks. Children learn the 2 basic joins: the arm join (diagonal) and the washing line join (horizontal) and the variables for each join.

The arm join has three variations.

- arm to boat 
- arm to sun 
- arm to sister. 

The washing line join has three variations.

- washing line to boat 
- washing line to sun 
- washing line to sister. 

### Handwriting position

Children are taught to use the perfect handwriting position.

- Feet flat on the floor.
- Bottom at the back of the chair.
- Body one fist from the table.
- Shoulders down and relaxed.
- Back leaning forward slightly.
- Left/right hand holding the page.
- Left/right hand ready in tripod grip.

## **How handwriting is taught in Key Stage 2**

During this stage the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style and by the end of Key Stage 2, be able to adapt their handwriting to demonstrate:

- A neat legible hand for finished, presented work
- A faster script for notes

Handwriting is taught on a weekly basis.

## **Provision for left handed children**

At least 10% of the population are left-handed, the majority of whom are boys. Left handed children always sit on the left side of right-handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body, and to have their fingers about 1.5cm from the point of their pencil.

## **Resources and Writing Materials**

- Children are given experience of a variety of writing tools.
- Handwriting pens are used when handwriting is regular with some flow and movement. Letters and words should be regularly spaced and appropriate in size and position.
- Handwriting should maintain a personal style which should engage the reader.
- Biro's are not used.
- Guidelines are also used with plain paper.

## **Special Educational Needs**

Pupils with specific learning difficulties may need specific equipment such as a writing slope, in order to develop their handwriting effectively.

## **Assessment**

Handwriting is assessed and moderated as part of the process of assessing progress in writing. This is carried out on a half-termly basis during the Autumn term and then termly during the Spring and Summer term.

Signed:

Date: