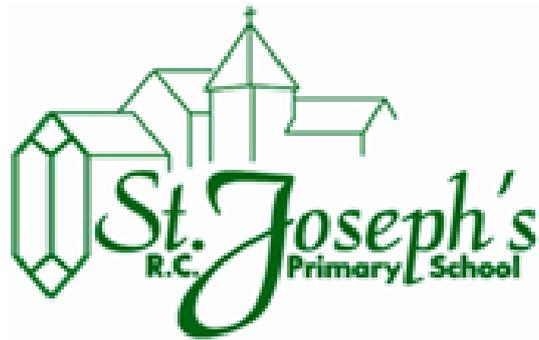


# Handwriting Policy



## Statement of Aims

- All children at St Joseph's should be using continuous cursive script in their handwriting. Children will begin working towards using cursive script in Reception Class.
- Teachers and Teaching Assistants should model neat cursive script in shared writing, marking and written feedback to children.
- All classrooms should have the example of cursive letters on display that clarify letter formation for pupils at St Joseph's (see Appendix 1). Cursive handwriting should be used for at least one other classroom display.
- Learning Objectives, date etc. should be recorded cursively in the classroom for children to copy where the teacher expects children to do so i.e. it would not necessarily be on a sticker.
- Children should be able to record their ideas for Working Walls in cursive script.
- Annual handwriting workshops will be run for parents in order that they understand the cursive script and can support their child with it at home.
- Children should be writing in pencil throughout the school. There are some exceptions to this:
  - Use of felt tipped pens in the early stages of writing
  - Practising of skills on whiteboards
  - Some top copies may be in handwriting pen (not felt tipped pen). This would be where a particular outcome has been planned as part of a unit of work and is clearly identified as such in plans.
- Rubbers should not be used for errors unless the teacher feels that this is appropriate, but a simple single line placed through mistakes with a ruler (where they can easily use a ruler). This will save time looking for a rubber and rubbing it out, is neater and enables the teacher to interpret any mistakes and editing that have taken place. It also allows the children to see their errors so errors are not repeated in the future.
- Children new to the school will be offered additional handwriting support (guided work or 'Earlybird' work), in order that they can become cursive as quickly as possible.
- Children should be presented with a range of scripts to read and understand and all children should be able to read cursive script from the board when a teacher is using it, for example in shared writing.
- Regular handwriting self and peer assessment will be taking place in handwriting lessons and as part of some writing tasks for all children.
- Handwriting should be set as part of each pupils writing target.

- Basic punctuation and cursive script should be used in all writing as soon as the children are able, and this should not form part of Success Criteria for Literacy work. It should always be taking place.

## **Foundation Stage**

- Children to be introduced to pre-cursive and cursive script at the earliest stages of writing.
- Children in the foundation stage should be writing in the pre-cursive script to enable an easier transition in Year 1 into the cursive script, depending on their ability.
- However, the expectation is that by the end of Reception pupils will start to transfer towards a cursive script depending on their skill and ability.

## **Key Stage One**

- Handwriting should be taught at least once a week and pupils given the opportunity to practise their skills at least twice a week.
- Some Phonics resources will be adapted to show cursive script.
- Spelling lists/phonics patterns should be practised cursorily.

## **Key Stage Two**

- Handwriting will be taught at least once a week. Pupils identified as needing extra support will have regular intervention work.
- Handwriting lessons will be linked to spelling patterns.
- Handwriting will be assessed and fed back to children, particularly when they seek to experiment with other handwriting styles.

## Appendix One – Agreed format for Cursive Writing

### St Joseph's 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

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

## Appendix Two – Presentation Guide

| Presentation Guide   |
|--|
| I will write the date and Learning Objective at the top of my work. I will underline the date and Learning Objective using a ruler and pencil. |
| I will not leave blank pages in my books. If I start new work I will leave a line and draw a line using a ruler and pencil.                    |
| If I make a mistake I will put one neat line through it, unless asked to rub it out by my teacher.   |
| I will write on the lines in my book.  |
| I will not write in the margins.   |
| I will use my pencil in my Maths book and for draft work.  |
| I will draw a margin on my work using a pencil and ruler.  |
| I can use a handwriting pen in books only when my teacher tells me to but I will not use felt pens or biros in my books.                       |