

## BURY AND WHITEFIELD JEWISH PRIMARY SCHOOL

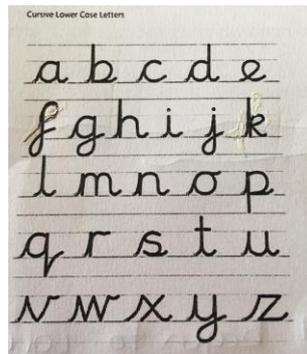
### Handwriting Policy

#### Aims

- To have consistent cursive approach across the whole school to ensure high levels of presentation.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays and resources.
- Children to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Children to develop fluency and speed whilst writing, so that eventually the children are able to write the letters with confidence and correct orientation.

#### Teaching and Learning

- As recommended by the British Dyslexia Association, we adopt a continuous cursive style of writing.
- Teachers and Support Assistants model the agreed cursive style when modelling writing both in class and on displays.
- Our agreed cursive style is as below:



- The letters will be taught in the following groups:

i l t                      coagdq                      uyj                      ef  
 rmnhpbk                      vwzx

- Early Years Foundation Stage (EYFS): Communication, language and literacy
  - Children to be introduced to pre-cursive and cursive script at the earliest stages of writing.
  - Children in EYFS should be writing in pre-cursive script to enable an easier transition in Year 1 into cursive script, depending on their ability. However, the expectation is that by the end of EYFS pupils will start to transfer towards a cursive script depending on their skill and ability.
  - Displays in EYFS should include models of cursive script.
  - Implements such as chunky triangular pencils, large chinks and chunky pens etc. are used by pupils to rehearse skills on paper, chalk boards, in sand etc.
- Key Stage 1 and Key Stage 2

- Within Key Stage 1, every class will have two 20 minute handwriting sessions per week.
- Within Key Stage 2, every class will have a specific handwriting session for 15 minutes per week.
- In handwriting sessions, spellings, relevant key vocabulary or sentences/ paragraphs related to core texts will be modelled by an adult then practised by children.
- Lined paper is used for handwriting specific exercises. Lines should be well spaced to start with – e.g. 12 mm apart – gradually reducing to single lines about 5 mm apart. In Key Stage 1, children will use four – lined handwriting paper or handwriting books.

### **Posture**

- Chairs and desks within classrooms are matched to children's age and height.
- Children's backs should be straight and feet resting on the floor. A right-handed child should have their book slanted to the left. For a left-handed child the books should be slanted to the right.
- Always make sure that the hand which is not holding the pencil or pen holds the paper.

### **Implements**

- Children use a standard HB pencil, well sharpened.
- A pencil is always used in maths.
- Children will begin to write with pens for pleasure in Year 4 and for all classwork apart from maths in Year 5.

### **Planning**

- During handwriting sessions, children will apply taught formations to letters, words or parts of text relevant to their current learning. For example, they may practise the letters from their current phonics focus, the letter strings used in their weekly spellings, key vocabulary related to core texts or parts of text. Books and handwriting sheets will be used as evidence for the progression of handwriting.

### **Equal opportunities and Special Educational needs and disabilities (SEND)**

- All children must have the opportunity and encouragement to reach their full potential regardless of race, creed or sex. Children with SEND, where necessary, will be provided with specialist equipment such as pencil grips or wider ruled lined paper. Intervention is available for children who experience significant difficulties to practice pre writing skills and fine motor coordination.

### **Assessment, monitoring and moderation**

- Children in EYFS are assessed on an ongoing basis through observation, handwriting informs part of this. With Key Stage one and two, handwriting is assessed as part of children's writing assessments.

### **Homework**

- Pencils should be used in homework books and children are encouraged to use the cursive script in all written home learning.

*Policy created in conjunction with Head teacher and all staff – June 2016 & updated  
September 4<sup>th</sup> 2017*