

# Handwriting Policy

## Insch School



Our vision is **Reach for the Stars.**



## Insch School Handwriting Policy

At Insch School, joined up handwriting is taught with a sequential and progressive approach. Children are introduced to this style from early years as it is considered to be the most natural development of children's earliest attempts at writing. Teachers and PSA's are expected to model the handwriting style.

Handwriting is a taught skill and it is important that teachers are seen to put a high value on teaching and sustaining neat handwriting. We believe that children's self-esteem and pride in their work can be raised by high quality presentation.

Our aim in this policy is to outline the process of how we teach children correct letter formation, joining and good handwriting habits, so that they can write fluently and legibly and begin to develop a personal and distinctive style.

At Insch School our **aim** is:

- To **teach** correct letter formation.
- To **teach** children to write with a flowing hand which is legible and to the best of their ability
- To **support** the development of correct spelling and to aid in the elimination of letter reversals by the learning of word patterns and the correct joining of letters.
- To **ensure** that children of differing abilities are provided with appropriate and achievable goals.
- To **assist** children in taking pride with the presentation of their work.
- To **instil** in children the importance of clear and neat presentation in order to communicate meaning effectively.
- To **enable** children to develop their own style of handwriting as they progress through their later primary years.

The letter formation that we use is the same as in Nelson Handwriting.

The following formations should be adhered to.



### The Four Joins

1. to letters without ascenders e.g. in, am, on
2. to letters with ascenders e.g. ab, ch, il
3. horizontal joins e.g. o a, wo, og, wi
4. horizontal joins to letters with ascenders e.g. wh, ob, al

abcdefghijklmnopqrstuvwxyz

## Teaching Progression and Skill Development

Year Group	Recommendations
P1	<p>Letter formation, mainly of lower case (may start looking at capitals towards end of year).</p> <p>Model good handwriting and use correct formation as an adult in the class.</p> <p>Handwriting opportunities should be integrated every day and through play and sensory opportunities.</p> <p><b>Nelson Spelling Blue</b></p>
P2	<p>Letter formations - revise lower case and move on to capital letters.</p> <p>Handwriting opportunities should be integrated in play and sensory opportunities.</p> <p>2x 20min taught handwriting sessions per week.</p> <p><b>Nelson Spelling Red</b></p>
P3	<p>Revise letter formations - capitals and lower case.</p> <p>Teach 4 joins as outlined below.</p> <p>One half hour slot per week of taught handwriting.</p> <p>Handwriting opportunities may still be integrated in play and sensory opportunities.</p> <p><b>Nelson Spelling Yellow</b></p>
P4	<p>Reinforce good practice of letter formations and joins.</p> <p>One half hour slot per week of taught handwriting.</p> <p>Expectation for joined writing to be transferred to all curricular areas.</p> <p><b>Nelson Handwriting Book 1</b></p>
P5	<p>Reinforce good practice of letter formations and joins.</p> <p>One half hour slot per week of taught handwriting.</p> <p>Expectation for joined writing to be transferred to all curricular areas.</p> <p><b>Nelson Handwriting Book 2</b></p>
P6	<p>Maintain consistent fluency and legibility in handwriting across a range of tasks.</p> <p>Continue to develop personal writing style.</p>
P7	<p>Writing for a variety of purposes.</p> <p>Handwriting lessons to correct common errors.</p>

## **Expectations**

- It is essential for teachers to set a good example to children by modelling good handwriting when writing on the board, IWB or when providing written feedback.
- Children are expected to show care for their jotters, present their work with care, date work, underline where necessary and not make any marks on the covers. The Presentation of Work Guidelines must be followed. See Appendix 1.
- All pupils should have opportunities to watch adults writing and have opportunities to write for themselves.
- All pupils should be encouraged to attempt writing for various purposes using features of different forms such as lists, stories and instructions.
- To develop good handwriting in all curricular areas, ordinary lined jotters should be used rather than specialised handwriting jotters.
- When using the computers Nelson font is available e.g. NTprecursive, NTcursive etc
- Children who require support will have access to Literacy Boxes and the resources in the Support Stations.

## **Monitoring and Evaluation**

It is the role of the Senior Management Team to monitor the teaching and learning of handwriting throughout the school and school year. This is done through regular jotter sampling, analysis of assessment pieces and lesson observations. Feedback from this monitoring is used to inform staff of necessary developments in order to raise standards.