



Handwriting Policy

Review Date: Autumn 2019
Monitored by: SLT

The Ferrars Academy

Handwriting Policy

Introduction

At The Ferrars Academy, we are committed to ensuring that each child fulfils his/her potential and develops an enjoyment for learning, which will continue into adult life. We intend our pupils to develop into enterprising adults who contribute positively to the fabric of community life; who live healthy and safe lives and respect others. This intention is reflected in all our policies.

Rationale

We believe that the purpose of teaching handwriting is essential if the child is to achieve a fluent, legible, joined style. As writing is a means of communication, it is important that what is being written is clear, to ensure that its meaning is communicated effectively.

Aims and Objectives

It is our aim:

- for pupils to develop a clear, consistent, legible correctly formed handwriting style
- to prepare our pupils for correctly formed, joined handwriting
- for pupils to be aware of different ways in which they adapt/use their handwriting according to the task and the audience.
- To instil a positive attitude towards handwriting

Extended Outcomes

Children will learn handwriting movements, letter shapes and good habits.

Children will be given opportunities to see a variety of prints around the school and will be taught how to use print to suit a particular purpose.

Children will form letters correctly in accordance with the Pen Pals scheme of work.

Children will develop a consistent, neat handwriting style.

Children will take care and pride in the presentation of their work.

Children will show an awareness of different forms, styles and purposes of handwriting.

By the end of Year 2, most children will be writing using a fluent, joined handwriting style.

Staff will teach handwriting and not just expect children to improve unaided.

Staff will have reasonable expectations in the achievement of their pupils, taking into consideration age and ability.

Staff will use the school handwriting style, when writing on the board.

Staff will mark children's books in the style appropriate for the child.

Staff will act as a role model as an adult with clear, correctly formed letters and a fluent, joined style, where appropriate.

Implementation

Staff will teach handwriting on a weekly basis.

Staff will ensure that children are seated correctly.

Staff will teach pupils to hold their pencil correctly, but comfortably.

Staff will ensure that pencils are of appropriate sharpness and length.

Staff will ensure that all children are able to see the board.

Staff will provide pencil grips when necessary for children to use.

Staff will provide angled writing desks when necessary.

Children will be taught how to form lower and upper case letters in accordance with Pen Pals scheme of work.

Children will be taught how to join letters.

Staff will target children who are having difficulty and monitor correct letter formation and pencil grip.

Where necessary, children will be encouraged to use a variety of techniques to develop their fine motor skills.

In KS1, children will use handwriting books marked out with line guides to encourage correct letter size and orientation.

Where needed, children will use tracing paper and work sheets specifically designed to develop pencil control.

Monitoring the implementation

The Co-ordinator has a responsibility to monitor the children's handwriting books on a half yearly basis.

Care of Resources

All children should be trained in the care of resources. It is the staff's responsibility to ensure that all equipment is looked after and respected by the children and that all resources are cleaned and returned to the correct place.

Role of the English Co-ordinator

To stress the importance of good presentation and pride in work will be stressed throughout all curriculum areas.

Children who find handwriting difficult, will be supported by the class teacher in consultation with the SENCo and English Co-ordinator.

To monitor the effectiveness of the policy through classroom observation, sampling of handwriting books and other exercise books.

To review the policy, in consultation with colleagues.