

Lumley Primary Federation



Handwriting Policy

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Chair of Governors	Mr Stephen Forster
Date Written	September 2023
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Ethos:

Good handwriting is critical to children's writing progress. Lumley Primary Federation acknowledge handwriting is a basic skill that influences the quality of work throughout the curriculum. We aim to make handwriting an automatic process that does not interfere with creative and mental thinking. It is essential that children's handwriting is practised until it is effortless so they can put all their effort into thinking about the content of their writing. We ensure handwriting is prioritised within teaching timetables so that formal teaching of handwriting is carried out regularly and systematically to ensure Key Stage targets are met.

Aims:

By the end of Key Stage 2, we aim for our pupils to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.

- By the end of EYFS pupils should have the ability to produce legible lower-case letters in print form, placing them correctly on a line.
- By the end of Key Stage 1 pupils will begin to understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly. Children will begin to develop a mature style of writing, using two basic joins.
- At the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

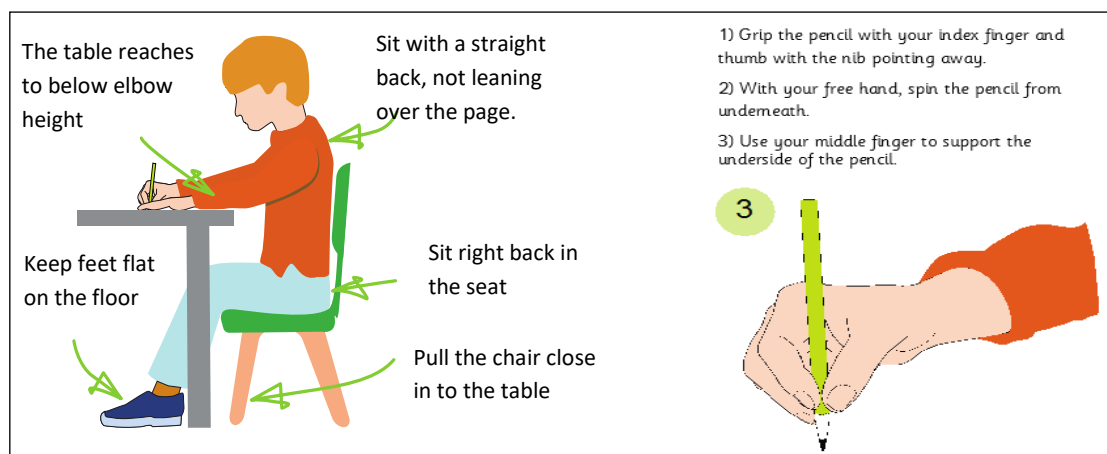
Method:

In EYFS and KS1 teachers are encouraged to use neat, printed writing for all handwriting tasks including modelling of writing, marking and comments. From Year Three, teachers are encouraged to use neat, joined-up cursive writing for all handwriting tasks including modelling of writing, marking and comments.

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our aim is for our pupils to develop a handwriting style with a sense of achievement and pride. Handwriting is a cross-curriculum task and will be taken into consideration during all lessons.

Correct Posture and Pencil Grip:

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly. Both right- and left-handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.



Progression:

Handwriting is taught either within daily Read Write Inc. lessons, using or during timetabled handwriting sessions, dependent upon the stage of the child. Whilst children are still working within the Read Write Inc. phonics, reading and writing schemes, they will follow the Read Write Inc. handwriting scheme. Once complete, children will then develop their handwriting further using the 'Letter-join' scheme. This ensure seamless transition and progression between the Early Years Foundation Stage, Key Stage One and Key Stage Two.

Pre Read Write Inc:



- Practise movements to enhance gross motor skills such as air-writing, pattern making and dancing.
 - Complete exercises to develop fine motor skills such as making marks on paper, whiteboards, blackboards, sand trays, iPads and tablets.
 - Improve fine and gross motor skills by enjoying drawing pre-cursive patterns in a variety of writing materials such as modelling clay, air writing, sand trays, felt pens, crayons, pencils, IWB, iPads/tablets.
 - Use two schemes: 'Squiggle While You Wiggle' and 'Dough Disco' to develop early writing skills.
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Read Write Inc. Speed Sound Lessons:

In every Set 1 Speed Sound Lesson, children are given the opportunity to practice writing the letter which matches the corresponding sound they have learnt that day. This is done in their Read Write Inc. exercise books. Children use the mnemonic for each letter to help them practice the letter shape e.g. for the letter 'm' children would say "Maisie Mountain, Mountain". Letters are taught in the order of the Speed Sound Lesson programme.



Read Write Inc. Stage 1:

Stage 1 lessons are taught while children read the Red, Green, Purple, Pink and Orange Storybooks.

a) Letter Formation

Children learn correct letter formation using the same picture mnemonics they have already learnt in the Set 1 Speed Sounds Lessons.

The letters are taught in 4 handwriting groups. Children write on plain paper.

- '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
- 'tall' letters: v w z x

b) Relative size of letters

Once children can form the letters correctly, they learn how to place letters on a line. Children write on wide-lined paper. Picture mnemonics help them to visualize size and placement.

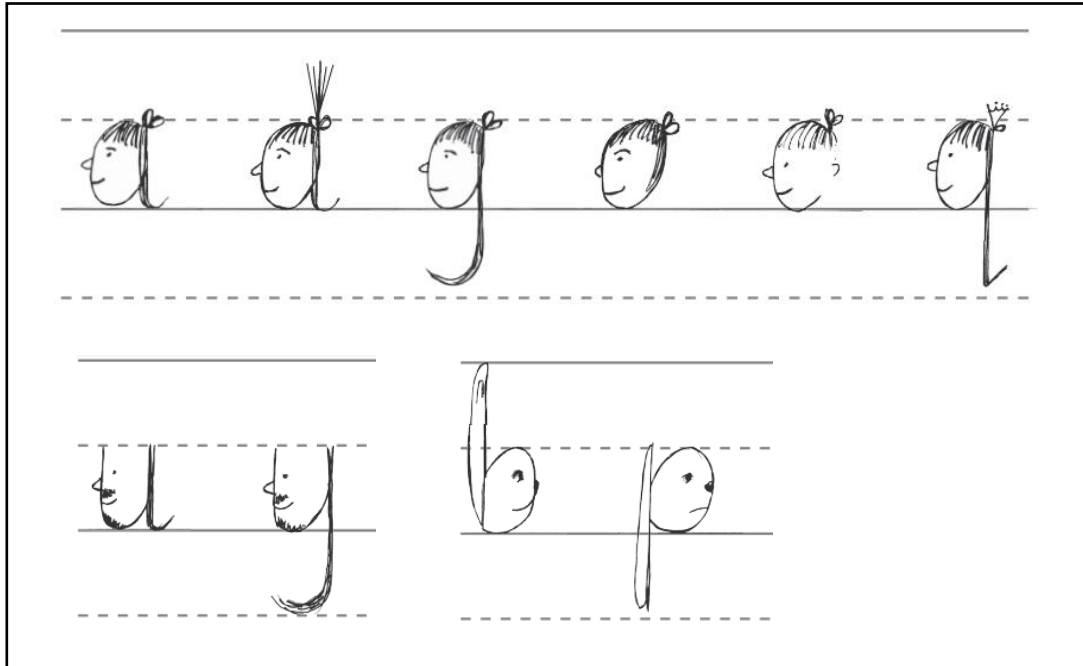
- Letters that sit on the line are called 'boat letters': a c e i m n o r s u v w x z
- Letters that are written below the line are called 'water letters': g j p q y
- Tall letters are called 'sun letters': b d h k l t f



Read Write Inc. Stage 2:

Stage 2 lessons are taught while children read the Yellow, Blue and Grey Storybooks.

Children learn a mature style of writing that will lead to joined-up writing in Stage 3. Letters taught have a pre-cursive style. New mnemonic pictures help children visualize the new shapes, through the introduction of: six sisters – Annie, Dina, Gabi, Olivia, Carina and Queenie, Uncle Umberto and Uncle Yaseen and their pet dog and bunny.






Read Write Inc. Stage 3:



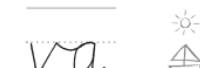
Stage 3 lessons are also taught while children read the Yellow, Blue and Grey Storybooks.

Again, mnemonic pictures help children learn the two basic joins: the arm join (diagonal) and the washing line join (horizontal) and the two variables.

The arm join has three variations:

- **a. arm to boat** 
- **b. arm to sun** 
- **c. arm to sister.** 

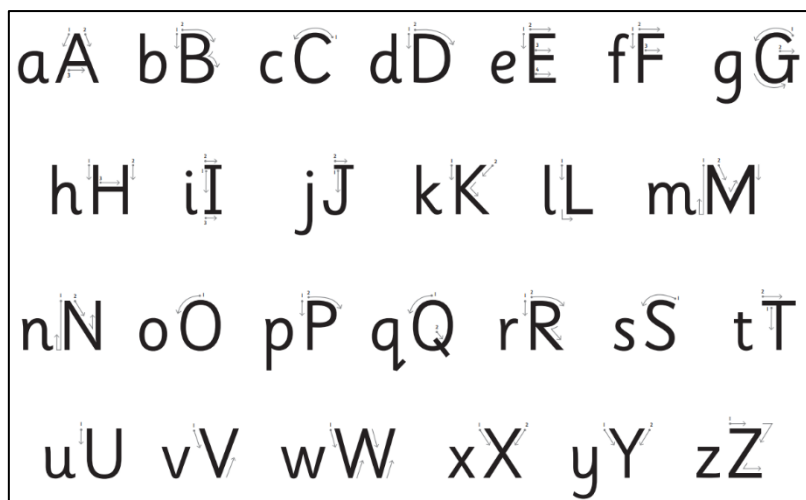
The washing line join has three variations:

- **d. washing line to boat** 
- **e. washing line to sun** 
- **f. washing line to sister.** 

Teaching Capital Letters:

We teach phonics using lower case letters in daily Speed Sound Lessons. Children are introduced to reading words with capital letters in Read Write Inc. storybooks.

Staff display lowercase letters, written alongside the equivalent capital letters to support children to recognize and write these. Capital letters are never joined to another lower-case or capital letter.



Hold a Sentence' and 'Proofread' activities, within Read Write Inc. Get Writing lessons, teach children to use capital letters correctly in their writing. These weekly activities provide lots of practice to recognize, write and identify missing capital letters.

We:

- Explain that we use capital letters at the start of a sentence, for proper nouns and for the pronoun 'I'.
- Explicitly model writing, explain why a capital letter is needed.
- Model how to write a sentence using capital letters and correct punctuation before children write their own during independent 'Write About' activities.
- Proofread compositional writing with a partner and check for correct use of capital letters.
- Provide instant marking and feedback so that children can correct any errors in capitalisation of letters, in line with the schools' marking policy.

Letter-join



Once children have completed the Read Write Inc. handwriting scheme, they will commence the Letter-join scheme, which continues to develop children's cursive writing style. This is broken down into 4 modules.

Module 4: is designed to improve the legibility, consistency and quality of the children's handwriting through a variety of resources which link handwriting to other areas of the curriculum.

Module 5: aims to promote meaningful links with other subjects such as English, mathematics, science, geography, French and Spanish. Making such links enables children to apply the skills they are learning in context and also provides depth to the curriculum. Learners will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.

Module 6: aims to develop the stamina and skills to write at length, with accurate spelling and punctuation. With Letter-join's wide range of resources children will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects. By the end of

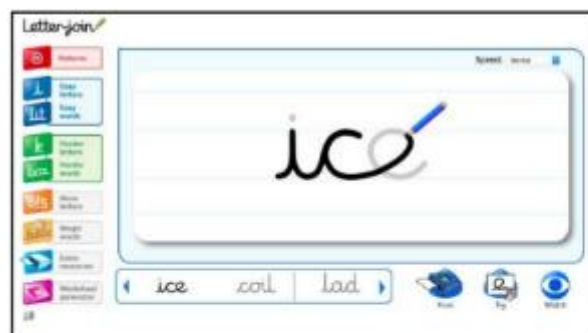
this module, children should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

Module 7: Promoting speedy, fluent writing continues to be a strong feature in Module 7. Challenging dictation exercises will refine pupils' revising and checking skills as well as boosting their handwriting speed, stamina and fluency. A range of curriculum-based worksheets will give pupils the opportunity to practice writing at length. By the end of this module, children should be able to adapt their handwriting for a range of tasks and purposes and to create different effects. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes, a final handwritten version, an un-joined style or capital letters. All of these writing styles are covered in this module.

How parents can help at home:

As a catalyst to speedy handwriting we encourage parents and carers to use the Letter-join resources at home and we offer free access to the Home Edition of Letter-join.

Letter-join App



Once a week we encourage pupils to practice their handwriting at home. The Letter-join app makes learning the cursive style easy and fun. Our app login details are as follows:

username: vt2087

password: home

swipe code:

