



Handwriting Policy

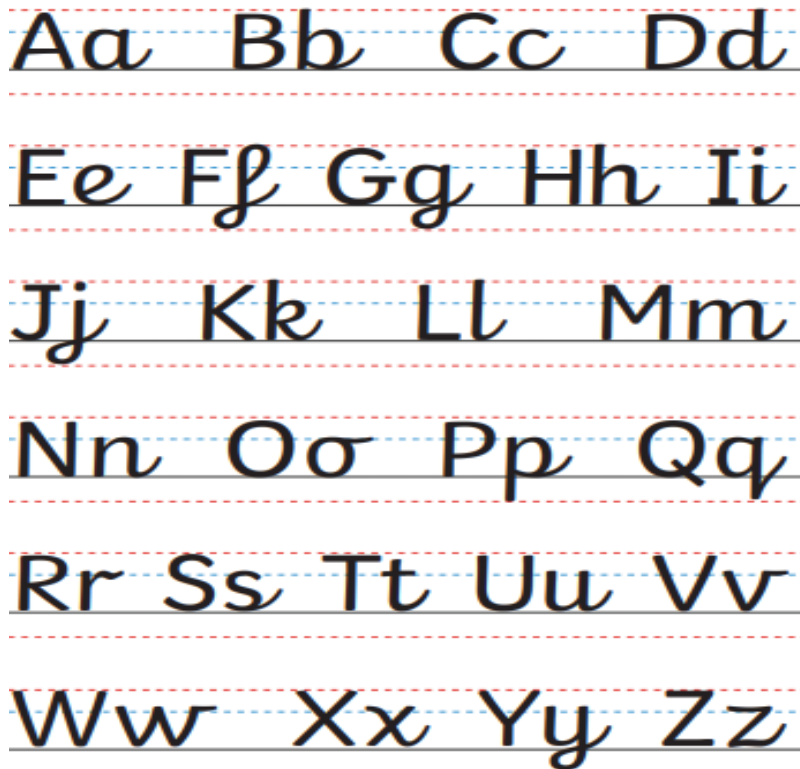
Date reviewed by School	Autumn 2022
Date ratified by FGB	N/A
Date for next review	Autumn 2023

1 Introduction

- 1.1 Handwriting is a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2, all pupils should have the ability to produce fluent and legible joined handwriting, and to understand the different forms of handwriting used for different purposes. At Uplands, we aim to make handwriting an automatic process that does not interfere with creative and mental thinking.

2 Script

- 2.1 The script used at Uplands is as follows:





<p>Around and round and round we go, When we get home we have a zero.</p>	<p>Start at the top and down we run, That's the way we make a one.</p>	<p>Around and back on a railroad track Two, two, two</p>	<p>Around the tree and around the tree, That's the way we make a three.</p>	<p>Down and over, down some more That's the way we make a four.</p>
<p>Down and around then a flag on high That's the way we make a five.</p>	<p>Down we go and make a loop, Number six makes a hoop.</p>	<p>Across the sky and down from heaven, That's the way we make a seven.</p>	<p>Make an 's' and do not wait When it's joined up you have an eight.</p>	<p>Make a loop and then a line, That's the way we make a nine.</p>

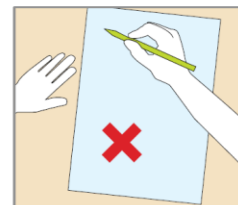
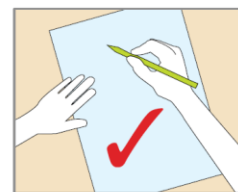
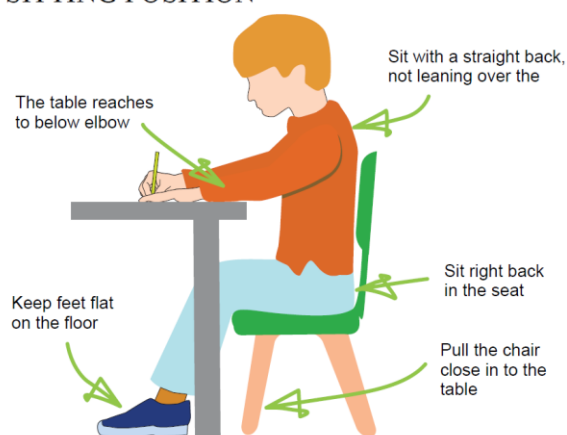
3 Posture and Pencil Grip

3.1

Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

SITTING POSITION

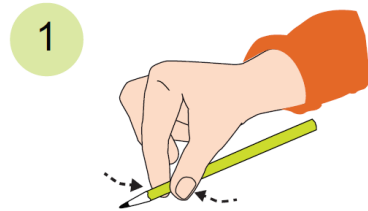


Paper position for right-handed children

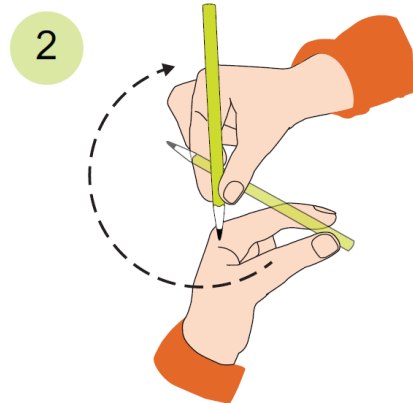


THE TRIPOD PENCIL GRIP

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.

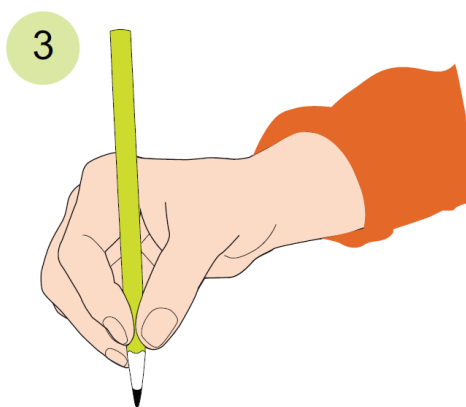


1) Grip the pencil with your index finger and thumb with the nib pointing away.



2) With your free hand, spin the pencil from underneath.

3) Use your middle finger to support the underside of the pencil.



4 Left-handed children

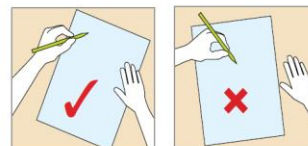
4.1

LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.



- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.



Paper position for left-handed children



5 Handwriting in EYFS

5.1 Nursery

5.1.1 In Nursery, a pupil is expected to be supported to develop shoulder and elbow strength, in order to help them achieve a comfortable pencil grip, improve fine and gross motor skills by enjoying opportunities for vertical painting and mark making with a variety of materials such as sand trays, felt tip pens, table top painting, rice trays etc..

5.1.2 Individual children may be taught to form the letters in their name where appropriate.

5.1.3 Children not yet demonstrating a comfortable pincer grip will take part in Dough Disco sessions to strengthen the muscles in their hands.

5.2 Reception

5.2.1 In Reception, a pupil is expected to hold a pencil in an effective manner for writing and be encouraged to correct any errors in grip or stature, begin to form recognisable cursive letters, capital letters and numerals and be able to write their own name independently.

5.2.2 Individual letters of the alphabet are taught in this order:

- s a t p
- i n m d
- g o c k
- c k e u r l
- h b f l l s s
- j v w x
- y z q

6 Handwriting in Key Stage 1

6.1 By the end of Key Stage 1, the child is expected to:

- Write legibly using upper and lower case letters with correct joins
- Ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation
- Leave the correct space between words
- Form capital letters and use where appropriate
- Form numerals that are consistent in size and sit on the base line
- Begin to form printed letters and understand when they are to be used
- Improve the speed of writing and begin to write automatically, thus promoting creativity in independent writing.



7 Handwriting in Key Stage 2

7.1 The main aim in Key Stage 2 is to improve the quality, speed and stamina of handwriting.

Quality: Ensure letters are consistently sized with equal word spacing, and that ascenders and descenders are parallel and do not touch words on the lines above and below.

Speed: Improve the speed of handwriting to allow creative writing to take precedence over the task of handwriting, and to be able to take 'quick notes' at a faster pace.

Stamina: Have the strength and mobility to be able to write for longer periods of time without fatigue.

7.2 The child should also have full knowledge and ability of the different forms of handwriting for different purposes:

- Neat, joined letters for writing passages and large amounts of text, lists and letters
- Printed or capital letters for posters, notices, headings, labelling and form filling
- Speedy handwriting for note-taking and dictation where neatness is not the most important part of the exercise.

8 Pen Licences

8.1 Silver pencils are awarded to children in Years 1 and 2 who have met the handwriting targets for their year group. This is extended to golden pencils for those exceeding the yearly expectation and resets for all pupils for the following year.

8.2 A pen licence is awarded to any pupil who forms all their letters, with the correct size and height, and joins their writing using a consistent style. Once a child receives a pen licence (awarded by the Head Teacher), they may write using a pen in all their books, except Mathematics.

8.3 Cartridge pens are awarded to pupils in Year 5 or 6 who consistently write using a fluent, legible style.