



Pye Green Academy

HANDWRITING AND PRESENTATION POLICY

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Signed: Acting Headteacher - Mrs.S.Yates:

Signed Chair of Governors - Mrs.G.Russell:

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Pye Green Academy

Handwriting and Presentation Policy

School Aims

At Pye Green Academy our aim is for all pupils to develop a neat, legible handwriting style that allows them to produce letters and words automatically during independent writing. We aim to make handwriting a natural process that does not interfere with creative and mental thinking.

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, legible and speedy joined-up handwriting. They should also understand the different forms of handwriting used for different purposes.

National Curriculum Requirements

Following National Curriculum guidance, all pupils will be taught to:

Year 1	Year 2	Year 3 and Year 4	Year 5 and Year 6
<ul style="list-style-type: none"> - sit correctly at a table, holding a pencil comfortably and correctly - begin to form lower-case letters in the correct direction, starting and finishing in the right place - form capital letters - form digits 0-9 - understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these. 	<ul style="list-style-type: none"> - form lower-case letters of the correct size relative to one another - start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined - write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters - use spacing between words that reflects the size of the letters. 	<ul style="list-style-type: none"> - use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined - increase the legibility, consistency and quality of their handwriting [for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch]. 	<ul style="list-style-type: none"> - write legibly, fluently and with increasing speed - choose which shape of a letter to use when given choices and decide whether or not to join specific letters - choose the writing implement that is best suited for a task.

Letter-join

In school we teach cursive handwriting using *Letter-join* which covers all the requirements of the 2014 National Curriculum. We believe that the cursive script is effective in ensuring that all pupils know that every letter starts from the line. It also develops a greater flow between letters, as each letter has a lead into the next letter. *Letter-join* supports staff with the teaching of letter formation and joined up writing. As a school we have chosen the following letter formations for lower case and capital letters.

Cursive Lower Case Letters



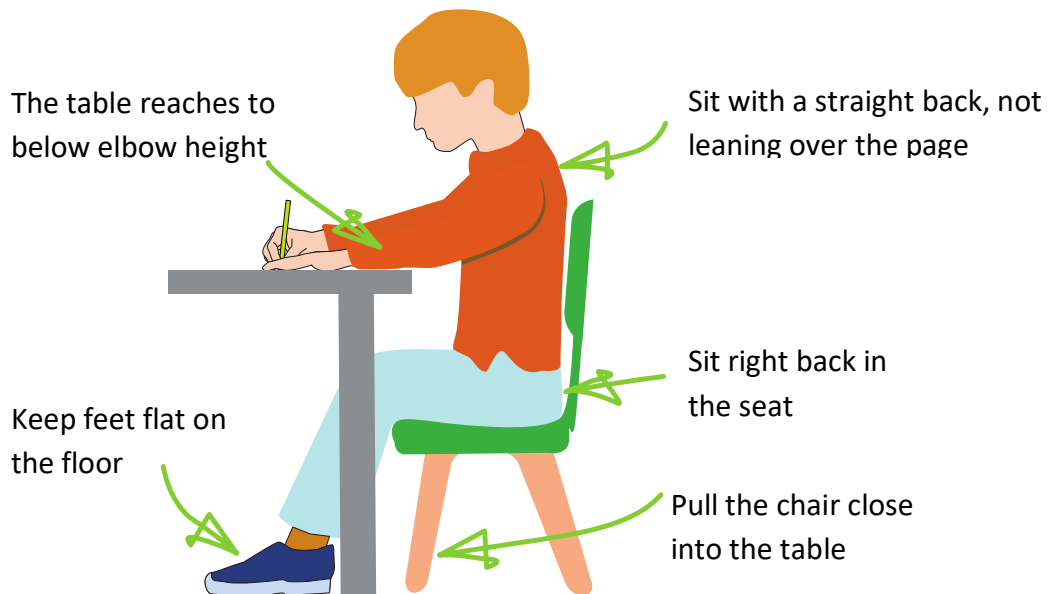
Capital Letters



Teaching Handwriting

Staff at Pye Green model pre-cursive or cursive writing for all written tasks. Using *Letter-join* resources and activities, handwriting is taught consistently across school, starting in the Early Years Foundation Stage.

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



Both right and left handed pupils are encouraged to use the tripod grip. This allows the pen/pencil to be held securely whilst the pupil creates controlled movements of the pen/pencil nib.

- 1) Grip the pencil with thumb and index finger
- 2) Use the free hand to flick the pencil back against the hand



EYFS

During the Autumn and Spring Term, Nursery pupils explore mark making through the use of *Write Dance*, *Finger Gym* and *Dough disco*. These activities allow pupils to develop their fine motor skills before exploring letter formation using pre-cursive patterns in the Summer term.

In Reception pupils are provided with opportunities to improve fine and gross motor skills by drawing pre-cursive patterns with a variety of writing materials. When pupils are introduced to a new sound in phonics they learn the corresponding pre-cursive letter formation. Throughout the year pupils are given opportunities to practise letter formation in targeted handwriting sessions and through continuous provision activities.

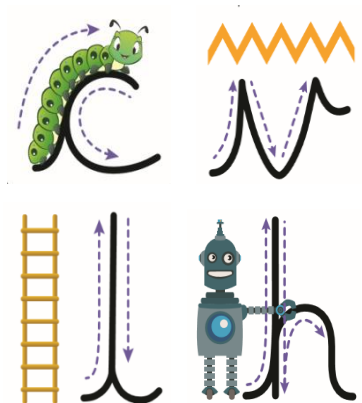


EYFS expectations:

- Pupils will progress from a whole hand grasp to hold a pencil between a thumb and two fingers
- Pupils will sit correctly at a table to aid handwriting
- Pupils will show a preference for a dominant hand
- Pupils will begin understand which letters belong to each 'letter family' and recognise the pattern of letters
- Pupils will form recognisable letters, most of which are correctly formed
- Pupils will form capital letters correctly
- Staff will use pre-cursive letters when marking

Key Stage 1

During Key Stage 1, pupils take part in handwriting sessions two to three times a week. Staff continue to develop the use of pre-cursive letter formation using characters from the 'Letter Families'. Pupils have the opportunity to trace letters before forming them independently. Videos and online resources from *Letter-join* are used to support the teaching of handwriting. By the end of Year 2 pupils are encouraged to join their letters fluently, keeping the size consistent throughout their writing.



Key Stage 1 expectations

- Pupils will sit correctly at a table, holding a pencil comfortably and correctly
- Pupils will form lower case letters correctly, starting on the line and finishing with a flick out ready for joined up writing
- Pupils will form capital letters correctly
- Pupils will understand which letters belong to each 'letter family'
- Lower case letters will be a suitable size and relative to one another
- All letters will sit on the line
- Pupils will use spacing in between words that reflects the size of the letters

- Pupils in Year 2 will begin to use diagonal and horizontal strokes to join letters
- During the Autumn and Spring Term, staff will use pre-cursive letters when marking. Staff will transition to joined up writing in Year 2 during the Summer Term.

Key Stage 2

Throughout Key Stage 2 pupils are expected to use cursive handwriting consistently in their written work. Staff work with pupils during handwriting lessons to develop joined up letters that are consistent in size with clear ascenders and descenders. Pupils are also encouraged to use equal spacing between words. Using resources from *Letter-join* and practice sheets developed by staff, pupils develop their speed and stamina when writing.



Key Stage 2 expectations

- Pupils will form letters consistent in size
- Pupils will join letters using appropriate diagonal and horizontal strokes
- Pupils will write with developed speed and fluency
- Pupils will understand the different forms of handwriting for different purposes
- Pupils will apply their understanding of handwriting to a variety of tasks including note taking, form filling etc.
- Staff will use joined up, cursive letters when marking