



**Pinewood Infant
School
&
Foundation Unit**

Handwriting Policy

Autumn 2018

Introduction

At Pinewood all children are introduced to handwriting from Foundation 1. This raises standards in the Early Years which impacts throughout the whole school. Children will develop confidence in handwriting with improved accuracy, fluency and presentation. Effective teaching of handwriting can only be achieved through modelling. Teachers must demonstrate correct letter formation daily, including ascenders, descenders and sitting letters on the line. It is important to observe children writing to ensure they are forming letters correctly and confidently.

Handwriting aims

- To establish good handwriting habits
- To develop a fluent and legible handwriting style
- To develop pride and satisfaction in handwriting
- To join when all letters are correctly formed and when letters are of a consistent size with clear ascenders and descenders

Handwriting in the Foundation Stage

Good handwriting relies on secure motor control and hand-eye coordination. Children in the Foundation Stage should learn handwriting through movement with the actual writing of letters as the ultimate aim.

In Foundation Stage children will:

- Engage in activities requiring hand-eye coordination
- Use one handed tools and equipment
- Draw lines and circles using gross motor movement
- Manipulate objects with increasing control
- Begin to use anticlockwise movement and retrace vertical lines
- Begin to form recognisable letters
- Use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed

Throughout the Foundation Stage, children will need lots of opportunities to develop:

- Physical control through large scale movement such as outdoor play, balancing, climbing, marching and moving to music
- Manipulative skills such as using tools, cooking utensils and scissors
- Fine motor control and hand-eye coordination, through activities such as jigsaws, threading, cutting and manipulating 'small world' equipment

Children will be introduced to the handwriting rhymes from the 'Read Write Inc.' scheme and handwriting will be modelled and practised daily.

Handwriting in KS1

In KS1 we will further encourage the good handwriting habits developed in the Foundation Stage. We will practise handwriting with the children discretely in the appropriate handwriting book and we will encourage the use of tidy writing in all independent work. Handwriting will happen daily following the 'Penpals' scheme.

In Year 1 children will:

- Sit correctly at a table, holding a pencil comfortably and correctly and write on the line
- Form lower-case letters in the correct direction, starting and finishing in the correct 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
- Begin to form lower case letters of the correct size relative to one another

In Year 2 children will:

- Form lower case letters of the correct size relative to one another
- Continue using some of the diagonal and horizontal strokes needed to join letters
- Begin to use some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left un-joined (b, g, j, p, q, s, x, y, z)
- Write with a joined style as soon as they can form letters securely with the correct orientation using the correct diagonal and horizontal strokes needed to join letters
- Write capital letters and digits of the correct size and orientation

Left handed provision

All left handed children are identified to ensure success. The child will sit towards the left of their partner, leaving plenty of space for writing on the left hand side of his/her midline.

Monitoring

The presentation of all work is monitored through work scrutinies and learning walks conducted by Subject Leaders and Senior Leadership Team.

Next Review Date: Autumn 2020

Written by: Sophie Florian