

# Holy Family Catholic Primary School

## Handwriting Policy



*We live, love and learn together in the light of God by...*

*praying together*

*learning together*

*playing together*

*and*

*respecting each other.*

**Approved by:**

J Kennett

**Date:** 20<sup>th</sup> February 2024

**Next review due by:**

February 2025

At Holy Family we are very proud of our pupil's handwriting and the presentation of all work across the curriculum.

We use Nelson handwriting scheme as the basis of our handwriting policy that covers all the requirements of the 2014 National Curriculum. 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, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.



## EYFS

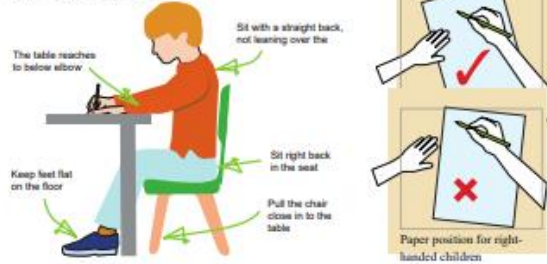
In EYFS it is extremely important that our pupils have opportunities to develop their gross and fine motor skills in order to be able to write. At Holy Family School we provide a rich curriculum that develops these skills, recognition of pattern, shape and movements using a variety of resources and equipment with all learning being highly modelled practically and verbally by all staff.

Letter shapes are introduced and linked to phonics. Our pupils have opportunities to form the shapes in the air, in sand, with resources and with pencils. Those pupils who need extra support are given further opportunities to practise. Parents have the opportunities through INSPIRE workshops to learn how to support at home.

## Correct posture and pencil grip for handwriting

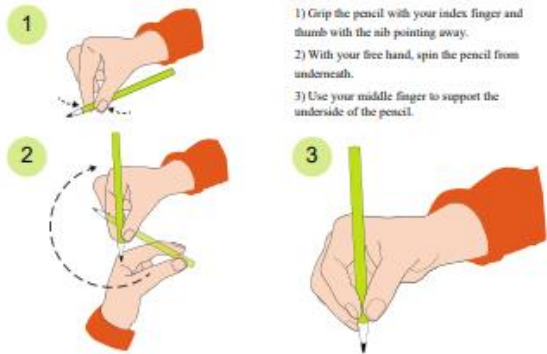
Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

### SITTING POSITION



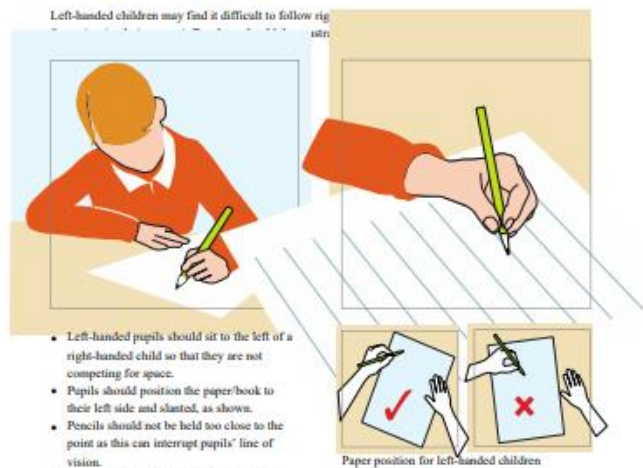
### THE TRIPOD PENCIL GRIP

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.



### LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed children's instructions.



- 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.

### INCLUSION

Children whose handwriting is limited by problems with fine motor skills, including left-handed children, and children with special educational needs, will be given one-to-one tuition to help achieve their optimum handwriting level.

### PENS AND PENCILS

Children are encouraged to start handwriting using a soft pencil. When fine motor skills have been established a handwriting pen can be used. More competent pupils can use a ballpoint pen.

In Year 2 pupils should be taught to:

- 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

In Key Stage Two our pupils have a weekly handwriting lesson using Letterjoin and again modelled by all staff.

In Year 3 and Year 4 Pupils should be taught to:

- 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, and that lines of writing are spaced sufficiently so

In Year 5 and Year 6

Handwriting and presentation

Pupils should be taught to:

- write legibly, fluently and with increasing speed by:
- choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
- choosing the writing implement that is best suited for a task

At Holy Family School we have high expectations for all our pupils in their written work across the whole curriculum and expect this high standard in all work in books and on display. We want our pupils to be proud of their work and be resilient when writing.