

**Ardley Hill Academy**

Handwriting Procedure

Agreed:

**Review Date:**

## 1. AIMS

Like reading and spelling, handwriting is a skill which affects the written communication across the curriculum. With the effective teaching of handwriting given, pupils will be able to master handwriting by the time they are in Key Stage 2 and, with practise, they will be able to develop a faster and more mature hand ready for secondary school and their adult life. At Ardley Hill Academy, Teachers and Teaching Assistants aim to ensure consistent teaching and development of legible and fluent joined handwriting style.

To develop a clear, legible style of writing, children are taught to;

- ✓ hold a pencil comfortably; promoting a legible style that encourages writing from left to right, from top to bottom of the page and starting and finishing letters correctly
- ✓ develop a consistent size and shape of letters and a regularity of spacing between letters and words
- ✓ join letters correctly
- ✓ develop greater control and fluency as they become increasingly confident.

## 2. TEACHING AND LEARNING

At Ardley Hill Academy, we use Twinkl cursive handwriting resources thus ensuring there is a continuity and progression across classes. All pupils from summer term in 4+ join all letters with lead in and lead outs and continue to use this joined letter formation throughout the school.

Handwriting is taught regularly and at least weekly, as a class and / or group lesson in all year groups including 4+ Teachers use Twinkl resources which include photocopied sheets and interactive whiteboard resources in KS1 and KS2.

During lessons we ensure that children sit, position their paper / book and hold their pen/pencil correctly using their other hand to hold their work firmly. Chair height is checked to ensure it is correct.

In addition to specific handwriting lessons, children are expected to apply their learning in their books and to show care for the presentation of their work and homework. Regular opportunities for children to produce presentation work are also planned, for example in topic books or for display. Best pieces of work are celebrated across the school either through displays or in their books.

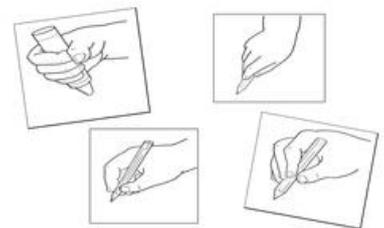
It is important for teachers to set a good example to children by modelling good handwriting when writing on the board, IWB or when marking children's books.

Twinkl cursive font will be used to create activity sheets and for children to use in their own word processing. Teachers will only use this font when creating activity sheets so children will always have an example provided. This will be consistent across the school.

Teachers strive to model the joined twinkl style and use the appropriate joins, demonstrating the fluency and legibility of the style. Children are expected to show care for their books by presenting their work with care through:

- dating work
- Underlining learning objectives in every lesson,
- crossing out mistakes with a ruler
- Not make any marks on the covers/margins
- Writing in pen from Year 4 (children can use pen earlier deem appropriate)
- Underlining and completing maths work/ diagrams in pencil

Understanding grip development

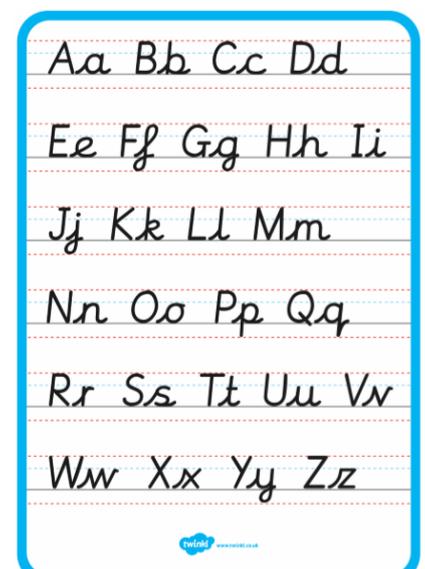


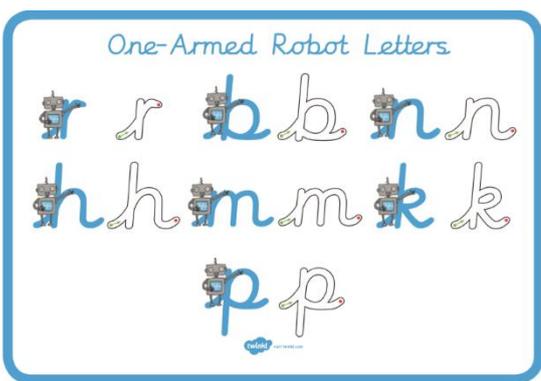
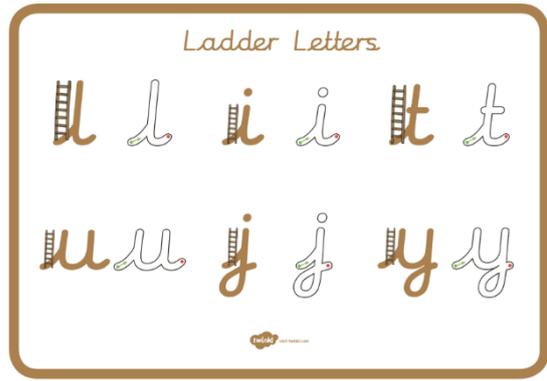
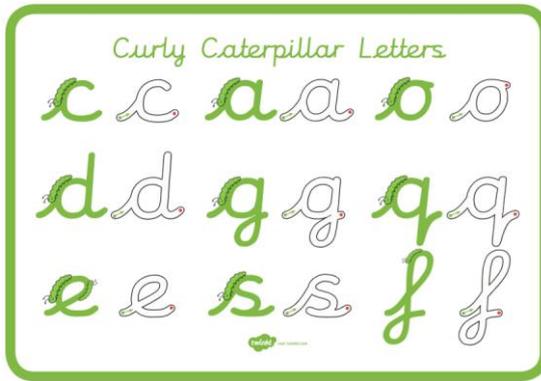
#### Considerations when teaching handwriting:

- ✓ Pencil grip and tension;
- ✓ Writing pressure;
- ✓ Clarity of the stroke;
- ✓ Orientation of the paper for left/right handed children;
- ✓ Body posture.

#### Children need to be made aware of:

- ✓ Where the letter starts;
- ✓ Where the individual letter stands with regard to the baseline;
- ✓ Ascenders and descenders - lined paper will assist;
- ✓ Spacing and finger space between words;
- ✓ Consistent writing size;
- ✓ Capital letters and their appropriate use
- ✓ Different letter families (curly caterpillar letters, ladder letters, one armed robot letters and Zig Zag monster letters) and how the letters link to each other.





### 3. PARENTAL INVOLVEMENT

At Ardley Hill Academy we encourage parents to take an active role in their child's learning. At the beginning of each school year, parents will be given a hand-out which shows how we teach letter joins to children as well as the letter families which each letter belongs to. During Curriculum evenings and parents evenings work will be out for parents to help celebrate success.

### 4. ASSESSMENT AND MONITORING

Regular monitoring and work scrutiny will take place by teachers. Teachers will feed back to the children through regular written or verbal comments. Good examples of handwriting will be displayed and will be used as a WAGOLL.

## 5. CURRICULUM REQUIREMENTS

The recommendations of the curriculum are as follows:

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

