

Handwriting Policy November 2021

At Queen's Hill we believe handwriting is a fundamental skill which, like reading and spelling, impacts written communication across the curriculum. We strive to equip our children to be able to write with ease, speed and legibility. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns. Children are taught handwriting skills regularly and methodically.

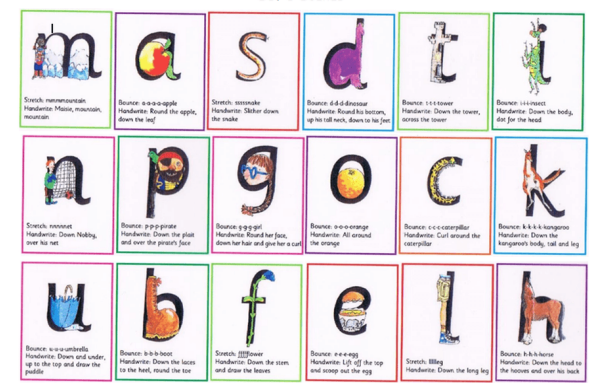
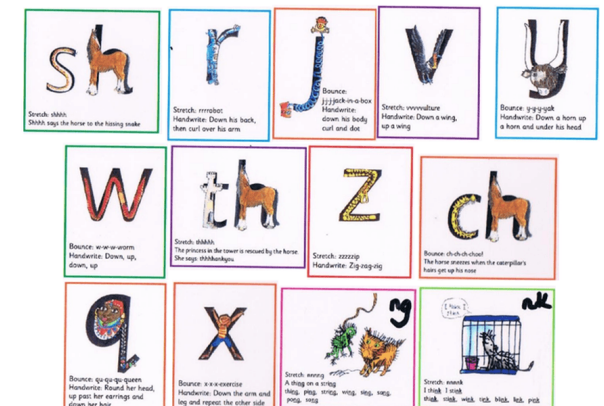
In EYFS children take part in activities to develop their fine and gross motor-skills and recognition of patterns, for example, to form letters using their index finger through a range of multi-sensory activities. Children begin to learn how to correctly hold a pencil, then how to use a pencil, and hold it effectively to form identifiable letters most of which are correctly formed. We give our children every opportunity to develop their handwriting, using RWInc letter formations, to their full potential.

In Key Stage One children continue to develop their fine and gross motor-skills and handwriting is linked to phonics sessions. Queen's Hill teachers and support staff continue to guide children on how to write letters correctly, using an efficient and comfortable pencil grip. Children are supported to accurately leave spaces between words. By the end of Key Stage 1 our children will be able to write legibly, using upper and lower-case letters appropriately and leave correct spacing between words using a cursive style to join some letters.

Throughout Key Stage Two, our children continue to have direct teaching and regular practice of handwriting. Our aim for all children is to develop a clear, fluent, cursive style and by the end of Year 6 be able to adapt their handwriting for different purposes. Our children will be able to use a neat, legible script for their final, presented work and a faster hand for note making.

At Queen's Hill children are empowered to take pride in the presentation of their work and therefore approach handwriting with a sense of pleasure and accomplishment; they understand the importance of this in order to communicate meaning clearly. At Queen's Hill, we believe handwriting accuracy and speed will support how children are able to express themselves imaginatively and creatively across the curriculum and for a range of writing purposes. We believe these lifelong skills will equip our children with confidence and achievement in real life situations.

Handwriting Progression of Skills

	<i>Letter formation, placement and positioning</i>	<i>Joining letters</i>	<i>Teaching sequence</i>
EYFS	<p>Reception:</p> <ul style="list-style-type: none"> Develop their fine motor skills so that they can use a range of tools competently, safely and confidently. Suggested tools: pencils for drawing and writing, paintbrushes, scissors, knives, forks and spoons. (PD) Use their core muscle strength to achieve a good posture when sitting at a table or sitting on the floor. (PD) Develop the foundations of a handwriting style which is fast, accurate and efficient. (PD) Form lower case and capital letters correctly. (LIT) <p>ELGs:</p> <ul style="list-style-type: none"> Hold a pencil effectively in preparation for fluent writing - using the tripod grip in almost all cases. (PD) Write recognisable letters, most of which are correctly formed. (LIT) 		<p>Follow order set out by RWInc phonics scheme:</p> <p style="text-align: center;">Set 1 Sounds</p>  <p style="text-align: center;">Set 1 Sounds</p> 

<p>Year 1</p>	<ul style="list-style-type: none"> To write lower case and capital letters in the correct direction, starting and finishing in the right place with a good level of consistency. To sit correctly at a table, holding a pencil comfortably and correctly. To form the digits 0-9. To understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these. 		<ol style="list-style-type: none"> The Ladder Family (l, i, u, t, y, j) The One-Armed Robot Family (n, m, h, k, b, p, r) The Curly Caterpillar Family (c, a, d, e, s, g, f, q, o) The ZigZag Monster Family (z, v, w, x)
<p>Year 2</p>	<ul style="list-style-type: none"> To write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters. To form lower case letters of the correct size, relative to one another. To use spacing between words that reflects the size of the letters. 	<p>To begin to use the diagonal and horizontal strokes needed to join letters.</p>	<ol style="list-style-type: none"> The Ladder Family (l, i, u, t, y, j) The One-Armed Robot Family (n, m, h, k, b, p, r) The Curly Caterpillar Family (c, a, d, e, s, g, f, q, o) The ZigZag Monster Family (z, v, w, x)
<p>Year 3</p>	<ul style="list-style-type: none"> To use a neat, joined handwriting style with increasing accuracy and speed. 	<p>To continue to use the diagonal and horizontal strokes that are needed to join letters and to understand which letters, when adjacent to one another, are best left unjoined.</p>	<p>Teachers follow the needs of their class and recap any letter formations that need further practise.</p>
<p>Year 4</p>	<ul style="list-style-type: none"> To increase the legibility, consistency and quality of their handwriting by ensuring that the down strokes of letters are parallel and equidistant and by ensuring that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch. 	<p>To use confidently diagonal and horizontal joining strokes throughout their independent writing to increase fluency.</p>	
<p>Year 5</p>	<ul style="list-style-type: none"> To increase the speed of their handwriting so that problems with forming letters do not get in the way of writing down what they want to say. To be clear about what standard of handwriting is appropriate for a particular task, e.g. quick notes or a final handwritten version. 	<p>To use confidently diagonal and horizontal joining strokes throughout their independent writing in a legible, fluent and speedy way.</p>	
<p>Year 6</p>	<ul style="list-style-type: none"> To write legibly, fluently and with increasing speed by choosing which shape of a letter to use when given choices and deciding whether to join specific letters and by choosing the writing implement that is best suited for a task. 	<p>To recognise when to use an unjoined style (e.g. for labelling a diagram, for writing an email address or for algebra) and capital letters (e.g. for filling in a form).</p>	

Cursive Letter Formations

Aa Bb Cc Dd

Ee Ff Gg Hh Ii

Jj Kk Ll Mm

Nn Oo Pp Qq

Rr Ss Tt Uu Vv

Ww Xx Yy Zz