



Date: Spring 2018

Review Date: Spring 2021

Revision 2.0

## **HANDWRITING POLICY**

### **AIMS OF POLICY**

The children of Polesden Lacey Infant School will:

- be taught the skills to join their writing with clarity and legibility
- produce handwriting that is quick and correctly formed
- be able to use capital letters appropriately
- have confidence in their ability to develop an independent style.

### **PUTTING AIMS INTO PRACTICE**

The PenPals writing scheme is followed throughout the school.

In Reception class children will be:

- taught to form letters with lead-outs (where appropriate)
- introduced to letters according to letter families (see below)
- encouraged to orientate letters correctly
- Introduced to capital letters

In Year 1 children will be taught to:

- join writing when ready to do so. Most children will be joining some letters by the end of the Spring Term
- orientate letters correctly
- use correct ascenders and descenders above and below the line

In Year 2 children will be taught to:

- develop a fluent, independent style
- most children will be developing a joined style

This will be achieved by:

- using appropriate or specific language
- using Write Dance in Reception and when appropriate after reception
- formal handwriting sessions - daily in Year 1/ In Year 2 this may take the form of an extended lesson
- ensuring good posture and position by referring to it in the lessons
- liaising with parents to ensure continuity
- giving opportunities to use a variety of writing implements
- close observation by the teacher

- identifying left-handed children and supporting their needs
- identifying children with difficulties and monitoring them; providing them with triangular pencils, extra support and daily practice
- ensuring continuity between year groups. Refer to Cambridge Penpals scheme

### Use shape families for teaching letter formation

|                          |                                      |                                      |
|--------------------------|--------------------------------------|--------------------------------------|
| Long ladder family       | i , j , l , t , u with rounded bases |                                      |
| One armed robot family   | b , h , k (looped) , m , n , p , r   | 2,3,& 5 follow a clockwise direction |
| Curly caterpillar family | c , a , d , e , g , o , q , f , s    | 0,6,8,9                              |
| Zigzag family            | v , w , x , y , z                    | 1,4,7                                |

f and s can be taught separately