



Summerseat Methodist Primary School

Handwriting Policy

The Governing Body of Summerseat Methodist Primary School adopted this revised policy on Monday 17th March 2014

As from January 2014, the following handwriting script CCW Cursive writing will be taught in classes 2 to 4. (Y1 - Y6)

Teaching and Learning

Handwriting is a skill which needs to be taught explicitly. Since handwriting is essentially a movement skills, correct modelling of the agreed style by the teacher is very important; it is not sufficient to require pupils to copy models from a published scheme or worksheet. Consistency in the attitudes displayed, the methods employed and the models provided is the key to effective learning.

The Role of the Teacher:

- To follow the school policy to help each child develop legible and fluent handwriting
- To provide direct teaching and accurate modelling
- To provide resources and an environment which promotes good handwriting
- To observe pupils and monitor progress

Pre cursive letter formation

Before cursive handwriting, staff should use the letter formation guide from letters and sounds (p196)

Reception

The children are taught correct letter formation and joins. The emphasis at this stage is with movement rather than neatness. To aid movement, close attention is given to pencil grip, correct posture, the positioning of the paper and the organisation of the writing space. Teachers are vigilant to ensure that bad habits do not become ingrained and that the specific needs of left-handed pupils (for example, additional tracking and tracing of letters at the pre writing stage) and those with learning difficulties are met.

Pupils are given the opportunity to experiment with a range of writing materials and implements; a multi-sensory approach is used to help pupils feel the movement in the hand.

Key Stage 1

Building on the foundation stage, pupils at Key stage 1, develop a legible style. This is achieved by developing a comfortable and efficient pencil grip and by practicing handwriting in conjunction with spelling and independent writing. Correct letter orientation, formation and proportion are taught in line with the school's agreed handwriting style.

Years 3 and 4

In Year 3 the pupils consolidate handwriting joins, ensuring consistency in size, proportion and spacing of letters. Handwriting speed, fluency and legibility are built up through practice. By year 4 joined handwriting is used at all times unless other specific forms are required, e.g. printing on a map, a fast script for notes.

Years 5 and 6

Years 5 and 6 are used to consolidate learning for those pupils who have not yet achieved a fluent and legible joined script. Children are encouraged to increase speed whilst maintaining legibility. During Year 5 children are moved from writing in pencil to writing in pen.

Basic letter formation

a b c d e f g h i j k l m
n o p q r s t u v w x y z
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Order of teaching

Letters have been grouped according to the pattern of their formation. The letters should be taught in the following order:

1. “up, over and back”

c a o d g q s

2. “up and down”

n m r p
b h k l t
i j y

3. “up, down and up”

u v w

4. “odd letters”

e f x z

Basic Formation

a b c d e f g
h i j k l m
n o p q r s t
u v w x y z

Joining

The following joins should also be taught:

Slope joins

A large proportion of the letters (22/26) end on the line with a flick. These can be joined to all letters with a slope join e.g.

ab do ph me il

Bridge joins

A small number of letters (4/26) end at the top.

Joins from these letters (the bridge join) will need to be taught separately and carefully:

op ra ve wi oo rr

N.B. Capital letters do not join.

Resources

We have not bought a commercially produced scheme to help us teach handwriting. However, software has been purchased to help teachers devise their own worksheets to help the children learn and practice these new skills.

The software comes in two parts and works alongside Microsoft Word. You can download the two parts to your home computers by following the links below.

1.Fonts

Fonts can be installed to your computer to produce the pre-cursive letters in the following ways.

- Individual letters
- Dotted
- Arrowed
- Outlines
- Dotted on lines
- Solid on lines

2.Join-it

To produce joined text, you need to use the easy to use software “Join-it”. This enables you to produce:

Join solid
Join dotted
Join dotted lined
Join Solid lined

To install the fonts to your PC follow the link:

<http://www.cursivewriting.org/smartdd/thankyou.php?o=6565-000003162&a=365>

To install the “Join-it” software to your PC follow the link:

<http://www.cursivewriting.org/smartdd/thankyou.php?o=4153-000003161&a=386>