



HARTWELL PRIMARY SCHOOL

Handwriting Policy

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

'Believe, Aspire, Grow'

Date agreed:

Review date: November 2022

Handwriting Policy

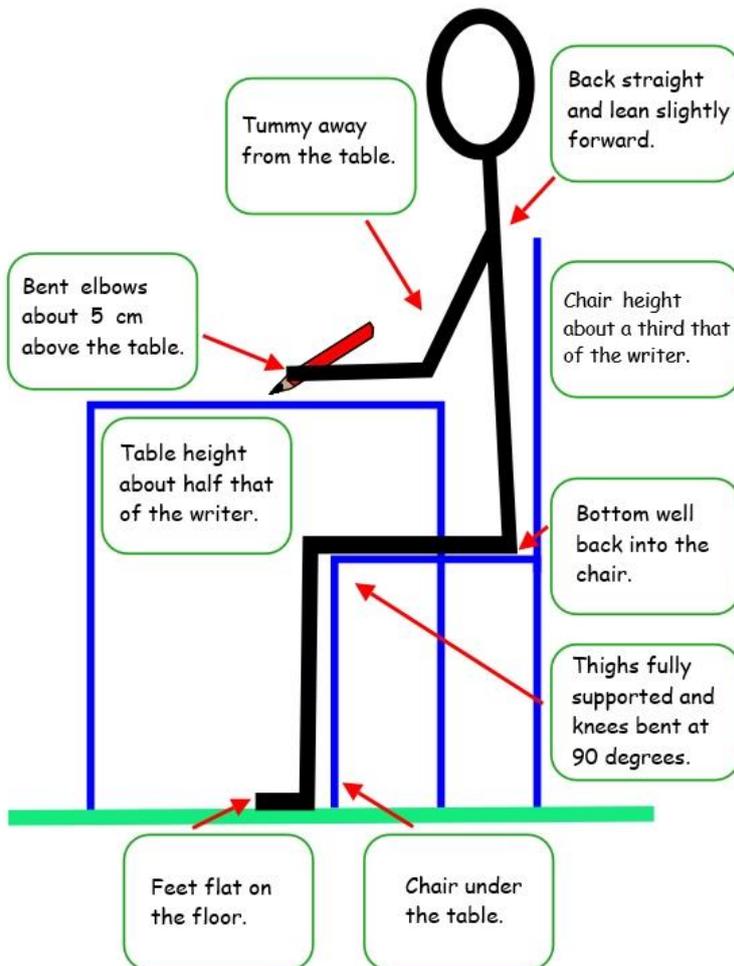
Statement of Intent:

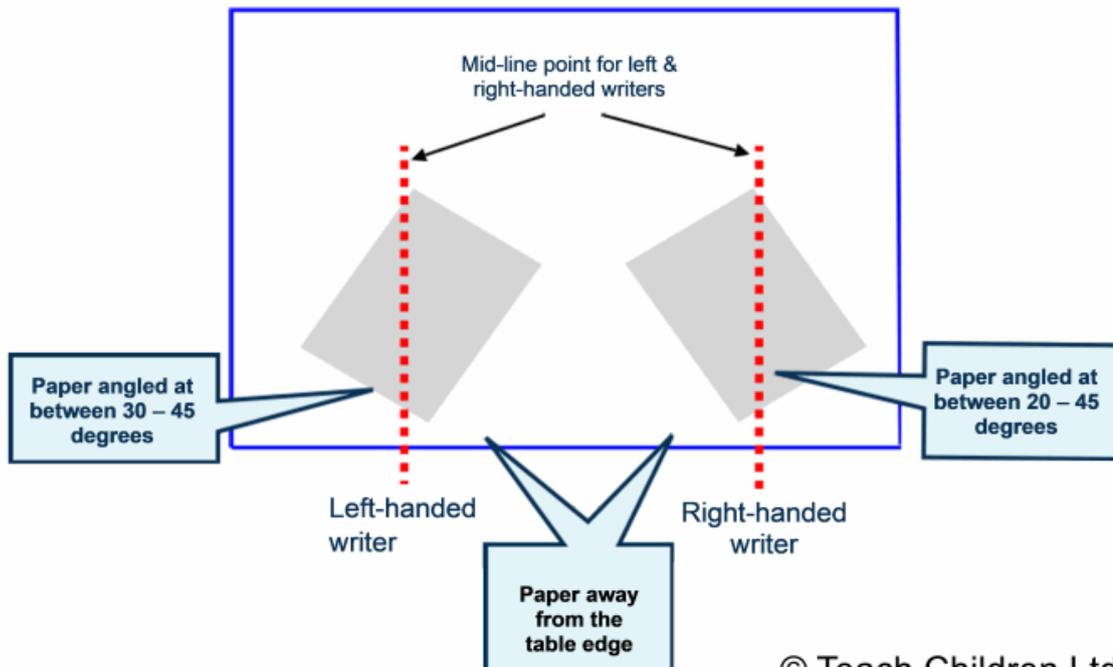
At Hartwell Primary School, we aim to teach children to write legibly, fluently and at a reasonable speed in order that they can communicate effectively and produce written work which is well presented and where the letters are correctly formed and when appropriate are joined, well-proportioned and consistent in size.

At Hartwell School the importance of the three P's (posture, pen hold and paper position) is promoted not just in handwriting lessons but whenever a child undertakes a written task.



Best Sitting Position





right hand

Pencil Grip

1. "Pinchy fingers" (thumb and pointer finger) hold at the bottom of the pencil
2. Top of the pencil rests between these two fingers on your hand
3. Middle of middle finger helps to hold the pencil up

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Objectives for handwriting as set out in the National Curriculum will be followed with an additional focus on the provision for those children who are able to function at a level above that expected for their age group.

Pre –school links.

Feeder pre-schools are invited to share with our handwriting practices and how we support those with difficulties.

Writing Implements

A variety of writing implements are used as children progress through the school.

Early writers.

Fingers, pencils, paintbrushes, white board pens, crayons, felt pens and sand are all to build on fine motor skills.

More established writers.

All use hand huggers, and then triangular pencils then thin pencils when secure and legible.

Key Stage One

Year One

Hand huggers, thin pencils, thin felt pens, green pens and crayons.

Year Two

Thin pencils, green pens and crayons.

Key Stage Two

The use of pen will be encouraged as soon as the teacher feels it is appropriate from Year 3 upwards and children will earn their pen licence when they are consistently joining their handwriting. By Year 5, all children should be using pen. Pencil is used for Mathematics work throughout the school at all times. There is an explicit expectation that standards of handwriting and presentation are maintained across the curriculum range.

Black gel pens are used though biros will not be used at any time. All writing equipment is provided by school.

The use of erasers is generally discouraged. In Key Stage One, they may be used in consultation with the class teacher. In Key Stage Two, children should use them only when necessary.

Paper and Books.

EYFS

Handwriting is shown during whiteboard work and handwriting books are introduced in Spring 2

Year One

Handwriting books with letter size guide lines.

Year Two

Handwriting books with letter size guide lines.

Key Stage Two.

In the appropriate literacy book or handwriting book if part of an intervention.

Handwriting lessons.

Taught sessions will generally be outside the literacy hour.

Foundation Stage

In autumn term 1 to spring term 1 sessions are during Read Write Inc. sessions. In spring 2 to summer 2 in two group sessions.

Year One

Handwriting is taught as part of the phonics lessons. Morning work (3 times a week) are chances to apply this in 10-minute sessions. Handwriting interventions take place once a week with identified children.

Year Two

Handwriting is taught as part of the phonics lessons. There are three 10 minute weekly sessions aimed to provide practice for what is learnt.

Lower Key Stage Two

One whole class taught session and one practice weekly. *Note: extra handwriting practice is given when necessary*

Upper Key Stage Two

Small group support is provided weekly for identified children who are struggling to join correctly.

Advice for Left-Handers

Helping the left hander involves special consideration of the three P's:

Pen Hold

- ↪ Bad habits are easily learnt and a hooked approach can easily be adopted which can result in a tired grip and smudged work.
- ↪ If a hooked approach has already been adopted it is best to encourage them to instead change the angle of their paper to the left.
- ↪ The hand should always be held below the writing line.
- ↪ As left-handers push their pencil across the page it's important that their pencil is not too sharp so that it will run smoothly across the page.

Paper Position

- ↪ The left hander will find it easier if the paper is tilted about 20-30 degrees to the right.
- ↪ The right hand is used to steady the paper.

It's also a good idea to not sit a right handed child next to a left handed child as their elbows will collide!

Resources

In order to teach handwriting consistently throughout the school, the Nelson handwriting scheme is used. The interactive Nelson script is available on all of the classroom computers and is to be used as a whole class or small group teaching tool on the interactive whiteboards. In addition to this, the interactive Nelson font can be used for signs and displays around the classroom.

See Appendix 3 for examples of:

- ↪ Lower case letters
- ↪ Capital letters

- ↪ Numerals
- ↪ The break letters
- ↪ The four joins
- ↪ The order of teaching

Reception, Year 1 and Year 2

A range of Nelson resources are available:

- ↪ Online Nelson resources available at: www.nelsonthornes.com/nelsonhandwritingfont
- ↪ Nelson teacher's book, which structures handwriting lessons across the year group and gives assessment opportunities.
- ↪ Nelson workbooks for children's use
- ↪ Nelson text books.

Note: **All** handwriting is completed in either the Nelson workbooks or in specialist handwriting books.

Key Stage Two

A range of Nelson resources are available:

- ↪ Online Nelson resources available at: www.nelsonthornes.com/nelsonhandwritingfont
- ↪ Nelson teacher's book, which structures handwriting lessons across the year group and gives assessment opportunities.
- ↪ A Nelson photocopy masters book.

Assessment and Record Keeping Procedures

The assessment of a child's handwriting is a continuous and ongoing process. It is carried out by the effective marking of a child's work and the giving of meaningful feedback to the child as well as building in time for the child to improve their work. Further assessment sheets that may be used to support this process are available in the Nelson 'Resource and Assessment' books.

November 2021
Sally McCulloch