

Handwriting & Presentation Policy



Our Lady and St. Oswald's Catholic Primary School

APPROVED BY GOVERNORS: April 2020

RESPONSIBLE PERSON: English Co-ordinator

HANDWRITING AND PRESENTATION POLICY

April 2020

"Handwriting is a tool that has to work. It must be comfortable, fast and legible"

Angela Webb, Chair, National handwriting Association.

AIMS:

Our Lady and St. Oswald's Catholic Primary School aims to offer children an excellent education centered around Christ, rooted in the Catholic Community, focused on valuing the individual, within a collaborative framework.

We aim for our children to leave in Year 6 with the ability to write using their own style of fast, fluent, legible and sustainable handwriting, as well as other styles of writing for specific purposes. In addition to teaching handwriting during our regular handwriting lessons, we have high expectations that what is taught and practiced in handwriting lessons will be used in all writing activities. We believe that handwriting is integral to a child's personal development and know that children's engagement and self-esteem can be improved by their satisfaction and pride in good quality presentation.

Handwriting is a taught skill that develops at different rates for different children. All of the teachers in the school put a priority on teaching handwriting and have high expectations for handwriting across the curriculum. Our school uses *Penpals for Handwriting* to ensure that:

- The importance of handwriting is recognised and given appropriate time.
- The progression of handwriting is consistent across the school.
- Handwriting is acknowledged to be a whole body activity and emphasis is placed on correct posture and pencil grip for handwriting.
- Expectations of left-handed children are equal to those of right-handed children, and appropriate advice and resources are available to ensure that they learn to write with a comfortable, straight wrist.
- Handwriting is linked into grammar, punctuation and spelling in order to practice and contextualise all of the transcriptional and stylistic skills for writing.
- Children learn to self-assess their own writing and develop understanding and responsibility for improving it.
- Children learn to write in different styles for different purposes such as print for labelling a diagram, illustrated capitals letters for creating a poster, swift jottings for writing notes, making a 'best copy' for presentation and fast, fluent and legible writing across the curriculum.

All staff are required to be an excellent model in their own handwriting, both on the boards and marking in books. Teachers should be responsible for ensuring that anyone writing in their class follows the handwriting policy.

Progression of skills

Penpals enables us to teach and secure the development of handwriting throughout the school:

- First, children experience the foundation of handwriting through multi-sensory activities (EYFS F1 and F2).
- Correct letter formation is taught, practised, applied and consolidated (EYFS F1/Y1).
- Joining is introduced only after correct letter formation is used automatically (Y1/Y2/Y3).
- Joins are introduced systematically and cumulatively (Y2–Y6).

- As children practice joining, they pay attention to the size, proportion and spacing of their letters and words (Y3–Y6).
- Once the joins are secure, a slope is introduced in order to support increased speed and fluency (Y5).
- Children are introduced to different ways of joining in order that they can develop their own preferred personal style (Y6).

In using *Penpals*, we ensure that our children follow the requirements and recommendations of the National Curriculum. We share the aspirations that children's handwriting should be 'sufficiently fluent and effortless for them to manage the general demands of the curriculum' and that 'problems with forming letters do not get in the way of their writing down what they want to say'.

Handwriting tools

Throughout their time in school, children use a range of tools for different purposes and styles of handwriting including:

- A wide range of tools and media for mark-making in the EYFS.
- Whiteboard pens throughout the school.
- Fingers when writing on the interactive whiteboard.
- Art supplies including coloured pens and pencils for posters, displays and artwork.
- Sharp pencils for most writing until a pen licence is awarded.
- A handwriting pen for when they sustain a good level of presentation.

Handwriting is always introduced and practised in the *Penpals* Practice Books and in lined handwriting books so that children quickly learn about letter orientation including ascenders and descenders. As children's fine motor skills improve and their letter formation or joining becomes increasingly accurate, the width between the lines they write on gradually decreases.

PRESENTATION GUIDANCE:

- ✚ The title should be on the top line, centrally placed and underlined
- ✚ Children should write from the margin to the end of the page
- ✚ Mistakes should be crossed out with a single line drawn with a ruler
- ✚ In numeracy, pages may be folded vertically to prevent wasted paper
- ✚ Felt tip pens should only be used when appropriate.

SPECIAL EDUCATIONAL NEEDS

Pupils with a physical need are supported by a PCP monitored by the teacher and the SENCO. Appropriate physical supports, e.g. triangular pencil grips, writing slopes, should be available to support those who have a weakness. Exercises can also be given by the Learning Mentor to strengthen/relax weak or over-tight grips. If a pupils are showing difficulties with handwriting the teacher would discuss a possible referral to Occupation Therapy with Mrs Bateman.

The Governing Body

Governors determine; support and review school policies. They support the aims of the policy by making resources available wherever possible. Governors receive termly reports, which they use for monitoring purposes. The Governing Body delegates the responsibility for implementing policies and guidelines to the Head Teacher and English subject leader.