



Orchard Lea Junior School

Handwriting Guidelines

March 2022



Handwriting Policy

Here at Orchard Lea Junior School we are very proud of our pupil's handwriting and take particular care in our cursive/joined-up handwriting style. We use Letter-join as the basis of our handwriting policy that covers all the requirements of the 2014 National Curriculum.

Handwriting is a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2, all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

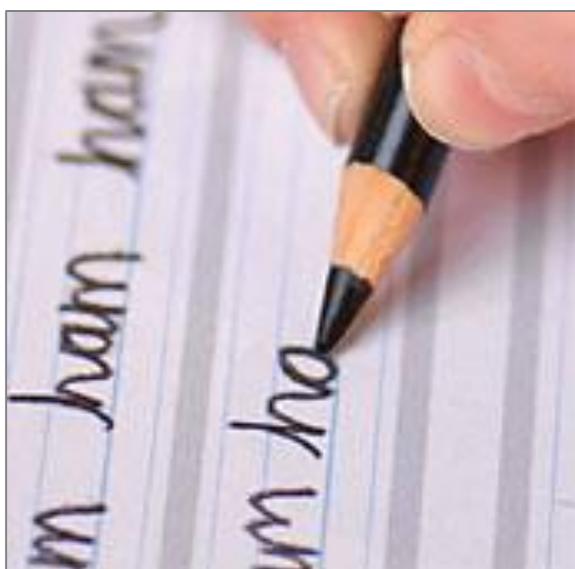
We aim to make handwriting an automatic process that does not interfere with creative and cognitive thinking.

For the children to be able to write at speed in legible joined-up handwriting, we encourage parents and carers to use the Letter-join resources at home and we can arrange for free access to the Home Edition of Letter-join

School aims

We aim for our pupils to develop a neat, legible, speedy handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.

By the end of Year 6, pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Method

Our teachers are encouraged to use neat, joined-up cursive writing for all handwriting tasks including report writing (when not word-processed), marking and comments.

Consistency throughout the school

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our aim is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

Handwriting frequency

Handwriting is a cross-curriculum task and will be taken into consideration during all lessons. Formal teaching of handwriting is carried out regularly and systematically.

Year 3:

Handwriting is taught either as part of a phonics lesson or independently of other learning with at least eight 10 minute sessions over a two-week period covering:

Gross and fine motor skills exercises.

Cursive handwriting reinforcement, learning and practice.

Numerals, capitals and printed letters: where and when to use, learning and practice.

Years 4 to 6:

Further handwriting techniques will be taught during four or five weekly 10 minute sessions teaching:

Cursive handwriting re-enforcement.

Form-filling/labelling using printed and capital letters.

Dictation exercises to teach the need for quick notes and speedy handwriting writing.

Capital Letters

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

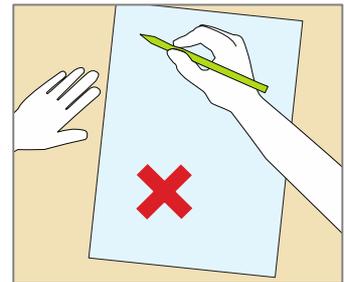
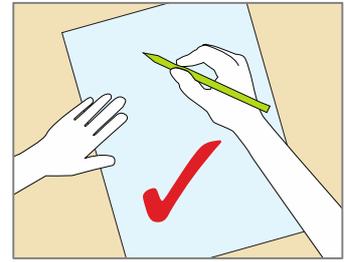
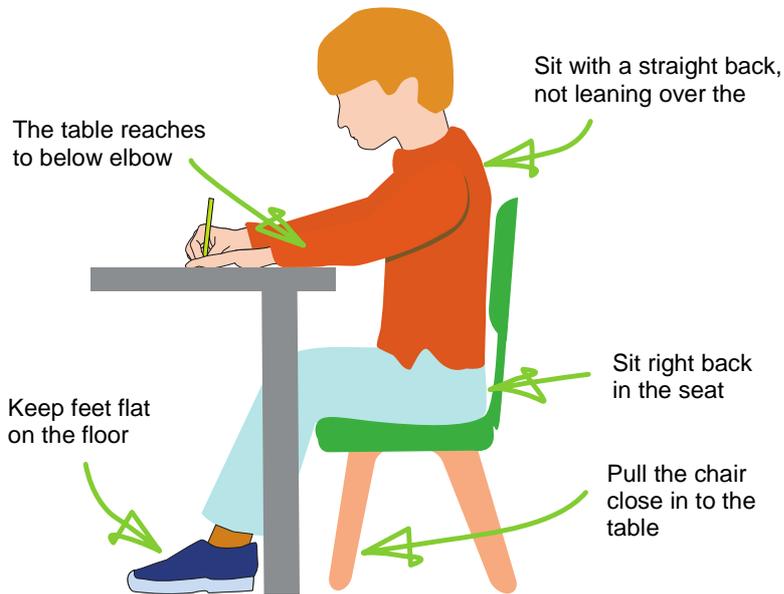
Cursive Lower Case Letters

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

Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

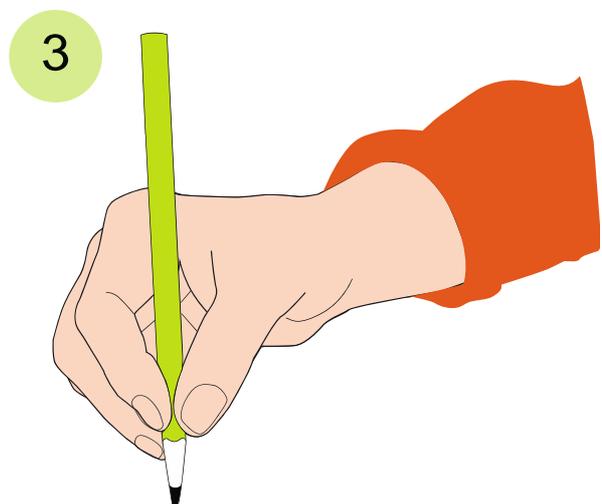
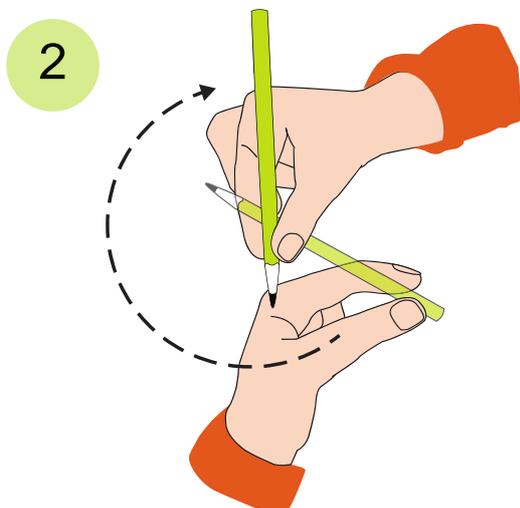
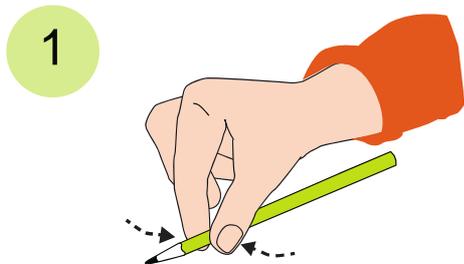
SITTING POSITION



Paper position for right-handed children

THE TRIPOD PENCIL GRIP

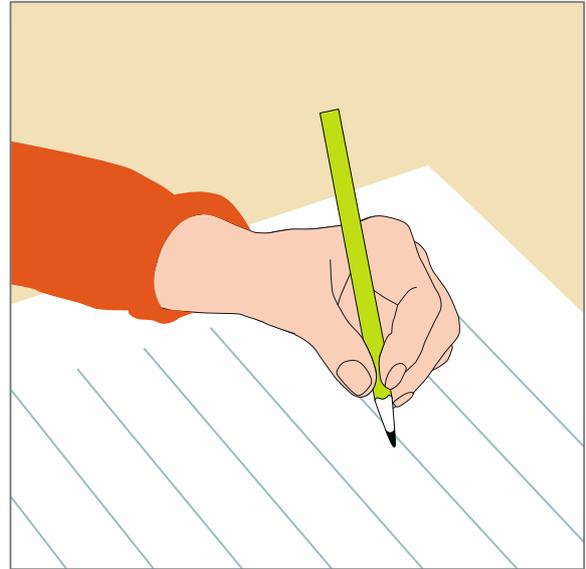
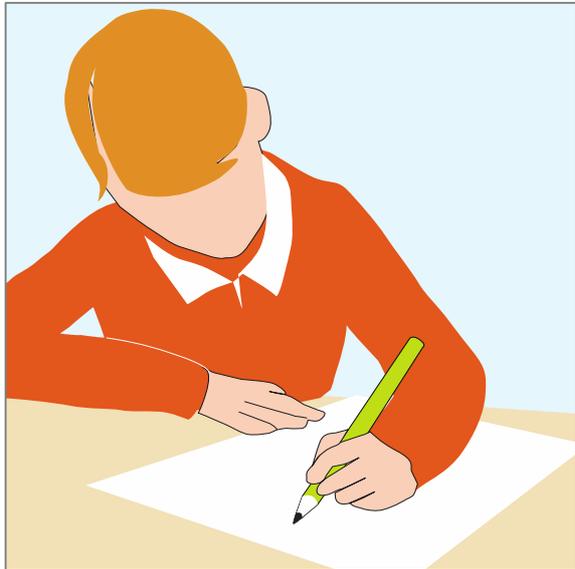
Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.



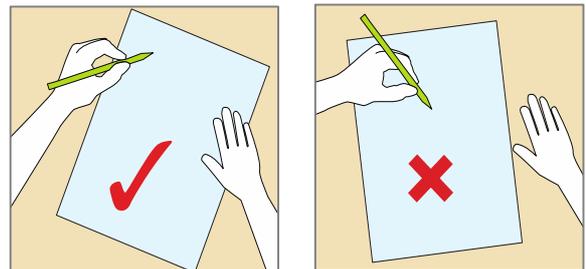
- 1) Grip the pencil with your index finger and thumb with the nib pointing away.
- 2) With your free hand, spin the pencil from underneath.
- 3) Use your middle finger to support the underside of the pencil.

LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.



- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.



Paper position for left-handed children

Inclusion

Children whose handwriting is limited by problems with fine motor skills, including left-handed children, and children with special educational needs, will be given one-to-one tuition to help achieve their optimum handwriting level.

Pens and pencils

Children are encouraged to start handwriting using a soft pencil. When fine motor skills have been established a handwriting pen can be used.