

Stepney Primary School



A Small School With Great Expectations

Handwriting Policy

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

1. INTRODUCTION

At Stepney Primary School, handwriting is a taught skill and it is important that teachers are seen to put a high value on teaching and sustaining good handwriting. We believe that children's self-esteem and pride in their work can be raised by good quality presentation.

2. AIMS AND VALUES

The aim of this policy is to teach children correct letter formation, joining and good handwriting habits, so that they can write fluently and legibly by the end of KS2. By this point, children should also be beginning to develop their own distinctive style. Each aim is considered to be equally important:

- to teach correct letter formation;
- to teach children to write with a flowing hand which is legible, swift and pleasant to look at;
- to support the development of correct spelling and to aid in the elimination of letter reversals by the learning of word patterns and the correct joining of letters;
- to ensure that children of differing abilities are provided with appropriate and achievable goals;
- to assist children in taking pride with the presentation of their work;
- to display excellent examples of handwriting in every classroom and around the school;
- to enable children to develop their own style of handwriting as they progress through Key Stage 2;
- to appreciate handwriting as an art form.

3. TEACHING AND ORGANISATION

We seek to fulfil the requirements of the Revised National Curriculum (2014) and EYFS Curriculum. Planning is based on objectives taken from these frameworks, which ensures a progressive structure. Handwriting is taught regularly and at least weekly, as a class and/or group lesson in all year groups. During lessons we ensure that children sit, position their paper/ book and hold their pen/pencil correctly using their other hand to hold their work firmly.

It is important that in the early years and at key stage 1 children are observed closely during the lesson to ensure that letter formation is correct. In addition to specific handwriting lessons, children are expected to apply their skills across the full range of their work. Regular opportunities for children to present their work are also planned, with each class producing a display piece for the communal areas of school at the end of each half term.

It is important for teachers to set a good example to children by modelling good handwriting when writing on the board, IWB or when marking children's books.

Children are expected to present their work with care, date work, underline where necessary and not make any marks on the covers. Any mistakes must be neatly crossed out using a ruler. Any drawings in books must be done in pencil.

4. CURRICULUM REQUIREMENTS

Year Group	Programme of Study
1	<ul style="list-style-type: none"> • Sit correctly at the table, holding a pencil comfortably and correctly • Begin to form lower case letters in the correct direction, starting and finishing in the right place • Form capital letters • Form digits 0-9 • Understand which letters belong to which handwriting 'families' and practise these
2	<ul style="list-style-type: none"> • Form lower-case letters of the correct size relative to one another • Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined • Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters • Use spacing between words that reflects the size of the letters
3 and 4	<ul style="list-style-type: none"> • Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined • Increase the legibility, consistency and quality of their handwriting, e.g. by ensuring that the down strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch
5 and 6	<ul style="list-style-type: none"> • Write legibly, fluently and with increasing speed by: <ul style="list-style-type: none"> ○ choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters ○ choosing the writing implement that is best suited for a task (e.g. quick notes, letters).

5. PUBLIC SECTOR EQUALITY DUTY

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6th April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

P Browning
Headteacher (April 2012)

6. PERSON RESPONSIBLE

Reviewed: Autumn 2015

Updated by: Miss J Atkinson

To be reviewed and renewed: Autumn 2016

