

Sherington Primary School handwriting policy.

At Sherington we believe in the importance of clear and neat presentation in order to communicate effectively. Pupils should be able to write legibly in both joined and printed styles with increasing fluency and speed by:

- Having correct pencil grip
- Knowing all letters start from the top, except d and e which start from the middle
- Forming all letters correctly
- Knowing the size and orientation of letters.

Teaching time

Handwriting practise **should happen daily**. Included in this there should be a **minimum** of 3 x 15 minute taught sessions (to include teacher modelling).

Some children will be targeted for more intensive intervention.

Model used

Sherington Primary school uses the Nelson Thornes Handwriting scheme with the following letter formation. This is modelled using the 'join-it' application which is installed onto each of the school's computers (of which this font is an example).

Lower case letters:

abcdefghijklmnopqrstuvwxyz

Capitals:

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

Numbers:

1 2 3 4 5 6 7 8 9 0

The four joins:

1. To letters without ascenders
2. To letters with ascenders
3. Horizontal joins
4. Horizontal joins to letters with ascenders

For order of teaching the letters and joins, see appendix 4.

abcdefghijklmnopqrstuvwxyz

The break letters (letters that aren't joined from) are:

b g j p q x y z s (note: the s is different from the Nelson scheme - see appendix 3)

Handwriting books

In reception and year 1, children use small plain or lined books, depending on ability.

In year 2 and in key stage 2 pupils use A5 handwriting books with 4 lines which give guidance for correct height of ascenders and descenders.

Teaching sequence (ideas)

- Hand and finger strength
- Physical preparation
- Tracing
- Patterns
- Over teachers writing or laminated cards
- Under teacher's writing
- Independence

Getting ready to write

Seating and posture (also see appendix 1 and 2):

- Chair and table should be at a comfortable height

- Encourage children to sit up straight and not slouch
- Left hand should be used to steady the paper for right handers
- Tables free of clutter
- Room well lit
- The paper should be placed to the right, slightly tilted to the left

Left handers:

- Paper should be tilted to the right
- Right hand should be used to steady the paper
- Left handers may need to use a different pen to avoid smudging on the page (See SENCO for resources)
- Left handed pupils should sit to the left of their partners

Pencil grip:

- Children should write with a pencil (or pen in upper KS2) with a rounded rib. Pencils should be sharp.
- A tripod grip is the most efficient way of using a pencil and should be encouraged in early writing.

Assessment

- Is the writing legible?
- Are letters correctly shaped and proportioned?
- Are joins made correctly?
- Are spaces between letters, words and lines appropriate?
- Is size of writing appropriate?

Children should be observed as they write during handwriting sessions - the teacher should circulate, monitor and intervene.

Display

Where possible, lesson slides, displays, letters home and worksheets should be written using the compatible Nelson handwriting font.

Appendix 1:

Getting ready for writing rhyme

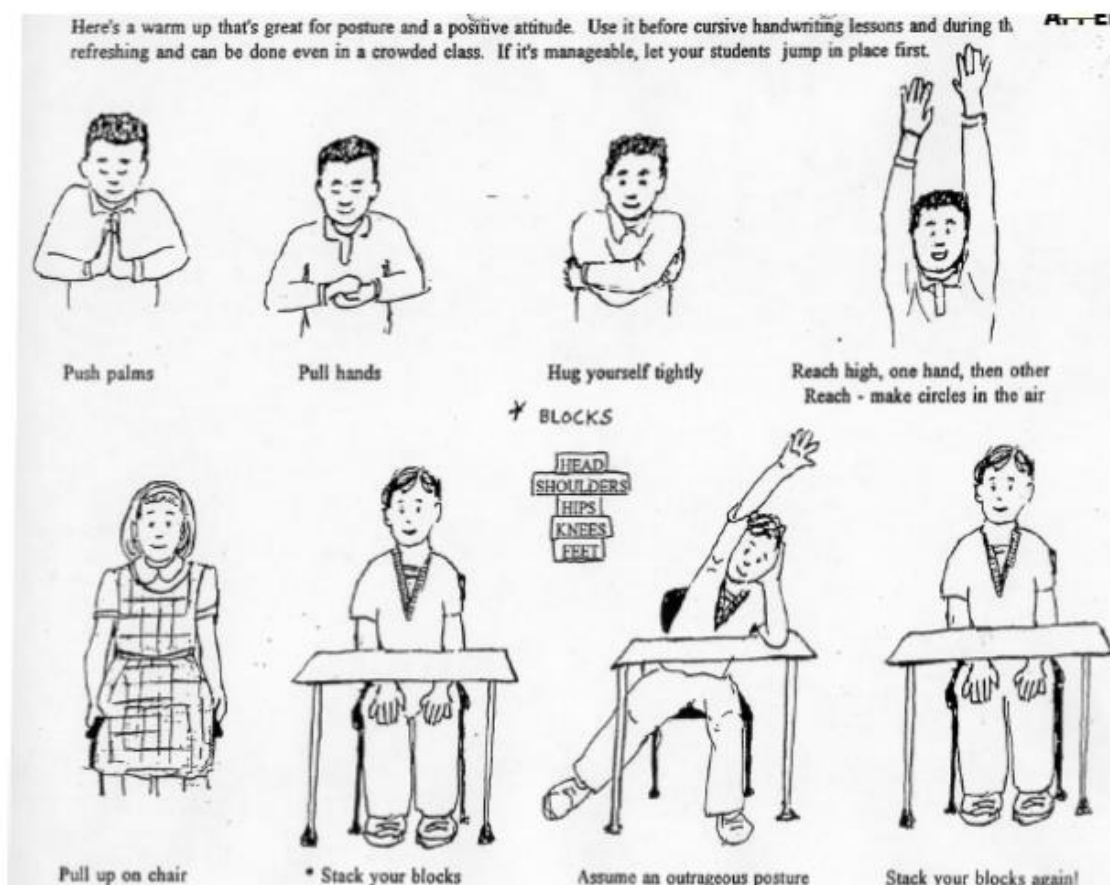
1,2,3,4 are your feet flat on the floor?

5,6,7,8 make your back nice and straight,

9,10,11,12 this is how our pencil's held,

13,14,15,16 now we're ready for our writing!

Appendix 2:



Appendix 3 - The break letters

big green
jelly happy
unique xylophone
zebra swans

APPENDIX 4

Order of teaching

Single letters (YR and YI) To be taught alongside phonics.

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

Supporting activities

- tracing patterns
- tracing
- copying over (letters, numbers and words)
- copying under (letters, numbers and words)

Joins Y2 (going into Y3)

(Nelson developing skills book yellow level will provide some resources)

Introduction of the four handwriting joins

- First join- To letters without ascenders; un um ig id ed eg an or ing ung
- Second join- To letters with ascenders; ch sh th tl ll ill sli slu ck ack st sti ink unk
- Third join- Horizontal joins; od pg re ve oon oom
- Fourth join- Horizontal joins to letters with ascenders ; wl vl of ff fl flo
- Practise the break letters b p g q y j z
- Practise capital letters

Supporting activities

- Match and copy captions
- Trace and copy patterns
- Copy words
- Copy sentences
- Write out menu
- Copy poem
- Alphabetical ordering

Joins Y3 (going into Y4)

(Nelson developing skills book I can provide some resources)

Revision

- Practise the break letters b p g q y j z
- Practise capital letters

Further practise of the four handwriting joins

- in ine
- ut ute
- ve vi
- ok oh
- sh as es (practising two ways of joining the letter s)
- ri ru ry (practising joining from the letter r)
- oa ad as (practising joining to and from the letter a)
- ee ea ed (practising joining from the letter e)
- ow ov ox (practising joining from the letter o)
- ky hy ly (practising joining to the letter y)
- ha ta fa (practising joining to the letter a)
- od oo og (practising joining from the letter o)
- er ir ur (practising joining to the letter r)
- ai al ay
- o you oi
- re oe fe (practising the horizontal join to the letter e)
- fu wu vu (practising the horizontal join to the letter u)
- ot ol ok (practising joining to ascenders)
- ai al ow ol (practising all the joins)

Supporting activities

- copy words
- copy sentences
- copy poem
- match questions to answers

Year 4

(Nelson developing skills book 2 can provide some resources)

- ning ping ting
- oc od oo
- ake ome are
- fla flo fle
- who wha whe
- ie in il
- inly ky ny
- ap ar an
- ick uck ack
- practise writing with a slope
- he
- we
- re
- fte fir fin
- wra wri kni (silent letters)
- ii ll tt rr nn mm cc oo dd ss ff ee
- ew ev ex (spacing)
- th ht fl (proportions)
- ac ag af
- Capital letters
- Decorated capital letters
- Practising with punctuation ! ? - " " , '

Supporting activities

- Copy words, sentences, poems
- Trace and copy
- Copy tongue twisters
- Copy instructions

Years 5 and 6

Nelson developing skills books 3 and 4 can provide some resources

- Practise consistency and size of letters
 - Practising using a diagonal joining line
 - Practising leaving an equal space between letters
 - Practising joining to the letter y
 - Practising using a horizontal joining line
 - Practising the size and height of letters
 - Practising joining from the letter i
 - Practising joining to and from the letter v
 - Practising consistency in forming and joining letters
 - Practise speedwriting
 - Practising crossing double tt on completing the work
 - Practising joining to and from the letter e
 - Practising joining to and from the letter w
 - Practising printing
 - Practising drafting and editing
 - Practising joining to the letter t
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- Ensuring letters are consistent in height and size
 - Practising with punctuation
 - Practising break letters
 - Practising joining from the letter m
 - Ensuring the ascender on the letter t is the correct height
 - Practising spacing within words
 - Developing fluency
 - Practising printing
 - Practising forming and joining the letter f
 - Practising presentation
 - Practising speed writing
 - Revision
 - Looking at different handwriting styles