



Alexandra Infants' School and Alexandra Junior School



Handwriting and Presentation Policy

This is the handwriting policy for both Alexandra Infants' School and Alexandra Junior School. Alexandra School's understand that every child has the right to an education (*as in accordance in with UNCRC article 28*). The teaching of handwriting will fulfil the children's rights.

Introduction

This document sets out Alexandra Infants' School and Alexandra Junior School's approach to handwriting and presentation. It sits within the context of the school's vision and the other policies of the school; it applies to the whole school community – governors, staff, pupils and parents/guardians/carers.

The School follows the national framework for the Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2) and the handwriting requirements of that framework apply in full to both schools.

The outcomes that we will strive to ensure all our pupils achieve are:

- Having fluent, legible and speedy handwriting that can be performed automatically, so that the attention of the brain is on the content of the writing.-
- Having the stamina and skills to write at length, with accurate spelling and punctuation.
- Having competence in transcription (spelling and handwriting) and composition.
- Writing clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences.
- Having a comfortable and efficient pencil hold and working position.

Handwriting is of fundamental importance to educating our pupils because pupils who do not learn to read and write fluently and confidently are, in every sense, disenfranchised. The mastery of handwriting is therefore one of the key priorities at both schools.

Handwriting in EYFS - General Principles

Handwriting is a physical activity that involves movement and recognition skills that need to be learnt and become part of the automatic cognitive skill set of the pupil. To achieve this, the school has chosen to use squiggle whilst you wiggle as a pre writing scheme.

The programme has four threads focuses on children getting ready to write and develops gross motor movements that will then translate into fine motor movements. The movements taught are closely linked to letter shapes.



Key aims:

- Building physical strength underpins handwriting and concentration. This knowledge informs the working positions that children use for writing and the strengthening targets they work on.
- Pupils are not expected to write, but focus on ensuring that they have good gross motor skills in order to refine fine motor when ready.
- The different components of writing are mastered individually before being used in combination.
- Letters are learnt as movements, not as visual shapes, and movement remains central to developing automaticity in letter formation, flow and fluency.
- Posture is important in developing the correct position for handwriting and so children are taught how to organise their working position and paper position to enable comfortable and fluent writing from the start.
- Correct pencil hold is taught from the start (ie as soon as a tri-pod grip is developmentally appropriate).
- Reading and writing are reciprocal processes; strengthening handwriting skills will support reading and writing development as a whole.

Pupils in FS1 will spend time developing gross motor skills and building stronger bodies from Autumn Term. Squiggle whilst you wiggle sessions take place daily. When pupils are developmentally ready they will begin to form pre-cursive letters in their names.

Reception will spend at least 20 minutes of the school day four times a week in discreetly taught handwriting skills sessions. The children will learn to write the pre-cursive letters in families.

Handwriting in Year 1

Children in Y1 will take part in handwriting activities daily to continue to develop pre-cursive script. A minimum of one taught session a week will also be delivered. When ready, children will become cursive writers and be taught how to join.

Handwriting from Year 2 onwards

Children will continue a pre-cursive script/ cursive from Autumn, leading to all pupils using a cursive script from February in Year 2. Handwriting activities will take place daily and a minimum of one taught session a week will be delivered for 10 minutes until handwriting is fluent and legible. Time allocation to maintain handwriting development and increase speed and flow, will be regular but at the discretion of the class teacher so long as appropriate progression continues to be made.



KS2

In KS2, children are expected to have mastered the cursive script and present work which is legible. If a child needs to continue to practise the cursive script, a small intervention group will take place in an afternoon. On entry to KS2, children will use a pencil and will strive to earn a pen licence. A pen licence will be given when children meet a set criteria identified in appendix 1.

Presentation

Class teachers are responsible for displays on the walls of their classrooms. Displays will be relevant, up to date, in good condition and reviewed at least once a term. Each classroom will display the handwriting script appropriate to their year group. Pre-cursive or Cursive handwriting strips will be available for children who need them.

Children will be challenged by the class teacher if the appropriate handwriting style has not been followed. This will be monitored SLT and English leads during book monitoring.

Inclusion

At Alexandra Infants' and Junior School, it is our belief that all children have an equal right to a broad and balanced curriculum, which enables them to meet their full potential. Through our teaching we provide learning opportunities that enable all pupils to make good progress. We strive hard to meet the needs of those pupils with special educational needs, those with disabilities, those who are deemed more able and talented and those learning English as an additional language, and we make all reasonable adjustments to achieve this. For further details, see separate policies: Special Educational Needs; SEND Information Report; Equality policy and scheme; Able and Talented; English as an Additional Language (EAL).

As a school we strive to ensure that all children, staff and members of our school community are treated fairly and equally. All children have equal rights to access all areas of the curriculum, regardless of race, gender, religious beliefs, sexual orientation and disability. Within this subject area, the Senior Leadership Team (SLT) and all staff endeavour to provide the appropriate provision for this to occur. This policy follows the guidelines and practices that are stated and outlined in Alexandra Infants' and Junior Schools Equality Scheme. Please see this policy for further detail.



Learning Recovery (KS2)

In light of missed learning due to COVID 19, recovery provision has been planned for and is detailed in specific year group catch up plans. These have been formulated through collaboration of SLT, subject leaders, teachers and across the Key Stage with the feeder Infant School. These plans will be reviewed, modified and RAG rated regularly to inform future teaching & learning. For further detail please see each year group's separate plans.

“For further details of a KS2 approach please see the Intent and Implementation document and handwriting success criteria.

Policy updated: May 2016

Updated December, 2017 by Claire Mountford and Hayley Thompson. (English Lead and Deputy)

Updated July 2019 by A Smith (Assistant Head teacher at Alexandra Infants' School)

Updated June 2020 by Lauren Davenport (Key Stage One English Lead) and Claire Mountford (KS2 English Lead)

Updated April 2021 by Claire Mountford (Key Stage 2 English Lead)

This policy will be reviewed annually.



Appendix 1 –KS2 success criteria for a pen licence.



Self assessment success criteria for a pen licence

Name: _____

Class: _____

Date: _____

<u>Pen Licence</u>		Beginning I need help with this.	Developing Most of the time I can do this by myself	Mastering I can do this on my own all the time.	Expert I can teach others
<i>Aim: To show my handwriting is a consistent, accurate cursive script in order to achieve my pen licence.</i>					
Letter Size	I always write lower case letters at $\frac{1}{2}$ the line space.				
	I always write capital letters in proportion to lower case letters.				
Letter Shape	I always write all letters with straight backs and tail letters with small loops.				
	I always use a slip road in and a flick out.				
Letter Formation	I always start, finish and join all lower case and upper case letters in the correct place.				
	I always sit all letters accurately on the lines.				
Legibility	I always correctly space letters and words.				
	I can consistently write smoothly and fluently.				
Presentation	I can show correct control of writing and drawing tools such as ruling straight lines and producing neat colouring.				
	I can use large clear block capital letters for headings.				
<hr/> <p><i>My best handwriting I have done this year is:</i></p> <p>_____</p> <p>_____</p>					
<hr/> <p><i>I am proud of this handwriting because _____</i></p> <p>_____</p> <p>_____</p>					