



Thameside Primary School: Handwriting Guidelines

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Policy reviewed by:	Ingrid Burton
Key Changes:	<p>P.3 Updated quote</p> <p>P.3 Teaching and learning removed the bespoke books</p> <p>P.4 Added diagram for left and right handers</p> <p>P. 6 Appendix 1 added in number formation and changed font from Nelson Thornes to Artemis</p> <p>P.8 Appendix 3 added pencil grip assessment sheet</p> <p>P.9-14 Appendix 4 mapped out the new order of teaching</p>



Effective handwriting skills are essential for enhancing both the fluidity and quality of writing, impacting all students' abilities to express their thoughts clearly."
(Smith & Johnson, 2020)

Handwriting objectives

1. To know the importance of clear and neat presentation in order to communicate meaning effectively

To write legibly in both joined and printed styles with increasing fluency and speed by:

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

National Curriculum Expectation Key Stage 1

Children working at the expected standard need to :

- form 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

Children working at greater depth

- use the diagonal and horizontal strokes needed to join some letters

National Curriculum Expectation Key Stage 2

Children working at the expected standard need to demonstrate they can:

- maintain legibility in joined handwriting when writing at speed

There are no additional statements with regards to handwriting for children who are working at greater depth

Teaching and Learning

In order to achieve these objectives, the following principles are followed:

- Children will take part in daily handwriting activities that support the teaching of correct letter and number formation.
- Patterns relating to letter formations will first be introduced using a variety of tools and multi-sensory methods. This develops free-flowing hand movements and muscle strength.
- Letters and numbers will also be introduced in varied, multi-sensory sessions: writing letters in the air, on backs or hands; orally describing letter shapes and joins with children using 'letter speak'; using a variety of writing materials including whiteboards, chalk, paints, felt pens, crayons, plasticine, cornflour mix, shaving foam etc., writing over highlighter.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked with spelling
- The focus for children in EYFS and Year 1 will be on developing correct letter formation (see appendix 1 and 2) and number formation (see appendix 1)
- From Year 2 onwards children who have mastered correct letter formation will be introduced the cursive script (see appendix 1)



- When marking or writing comments teachers from Year 2 onwards will use cursive handwriting as appropriate. Teachers will model cursive script on IWB, whiteboards, flip charts etc.
- Displays around the school and classroom should model clear joined handwriting as well as other fonts.
- Older children, especially those joining the school, will not be expected to adopt the cursive joined style if they already have a fluent, legible handwriting style.

Basic structure of a handwriting session:

- Gross and fine movement warm up (see appendix 3 for possible warm up exercises)
- Posture check: feet flat on the floor, back straight and touching the chair. The table should support the forearm so that it rests lightly on the surface and is parallel to the floor
- Teacher will model the correct letter formation or joins focusing on the different joins
- Children practise independently

Pencil grip

- Children should write with a pencil, or pen, with a rounded nib. Pencils should be reasonably sharp.
- Children's pencil grip will be assessed in EYFS (see appendix 4)
- A tripod grip is the most efficient way of holding a pencil

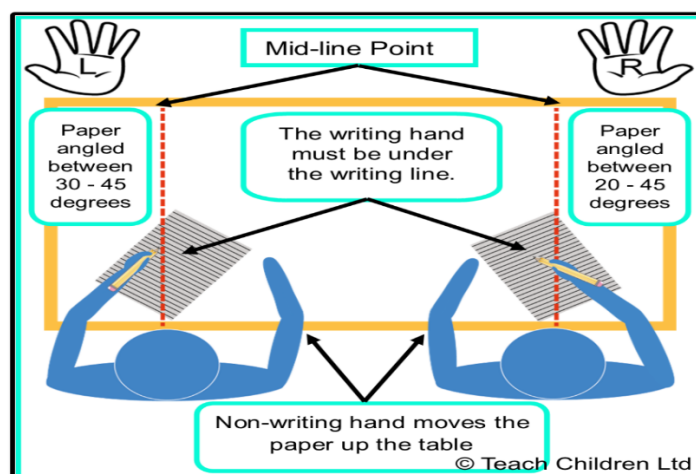
For right handers

- Hold lightly between the thumb and forefinger about 3cm away from the point
- The paper should be placed to the right tilted slightly to the left
- Use the left hand to steady the paper

For left handers

- Hold lightly between thumb and forefinger nger about 3cm from the tip
- The hand should be kept below the writing line
- The paper should be tilted slightly to the right at about 20 - 30°
- Use the right hand to steady the paper

NB Ensure a right handed child is **NOT** seated on the left hand side of a left handed child as their elbows will collide.





Pupils with special educational needs or disabilities

The SENCO will provide resources for those who have difficulty with fine motor skills – pencil grips, writing slopes, fine motor control programmes and referrals where necessary. Children who are not forming letters and numbers correctly by the start of year 2 will have a daily intervention.

Assessment

Individual assessment

Children should be observed as they write during handwriting lessons – the teacher must circulate, monitor and intervene. The following should be considered:

- Is the posture correct?
- Does the child hold the pencil correctly?
- Does the child use the correct movement when forming and or joining letters?
- Are any letters reversed or inverted?
- Does the child write fluently and rhythmically?
- Is the writing easily legible?

Support for staff

At induction new staff will be made aware of the school handwriting guidance and shown Artemis script on which our school hand is based.

Handwriting will be monitored through diagnostic learning walks, work/book sampling, teacher self-evaluation forms, pupil voice and other methods deemed appropriate. If there are any queries, we will have professional dialogues with staff and offer further support and guidance where it might be required

I Burton



Appendix 1

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

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

The Four Joins

1. to letters without ascenders
2. to letters with ascenders
3. horizontal joins
4. horizontal joins to letters with ascenders

abcdefghijklmnopqrstuvwxyz

The quick brown fox jumped over the lazy dog.

Number formation

Blue starters, which start on the left hand side 2, 3, 5 and 7

Middle starters, which start in the middle of the boundary box; 1, 4 and 6

Red starters, which start on the right-hand side are 8, 9, 0

Appendix 2

HANDWRITING PHRASES FOR HELPING YOUR CHILD TO FORM LETTERS

This works best if your child practises for a short time every day.

1. Show the picture side and air-write as you say the phrase.
2. Ask your child to practise in the air with you.
3. Using a sharp pencil and sat at a table, encourage your child to have a go.
4. Praise your child for their efforts.

- m Maisie, mountain, mountain
 a round the apple, down the leaf
 s slither down the snake
 d round his bottom, up his tall neck and down to his feet
 t down the tower, across the tower
 i down the body, dot for the head
 n down Nobby, over his net
 p down the plait and over the pirate's face
 g round her face, down her hair and give her a curl
 o all around the orange
 c curl around the caterpillar
 k down the kangaroo's body, tail and leg
 u down and under, up to the top and draw the puddle
 b down the laces to the heel, round the toe
 f down the stem and draw the leaves
 e lift off the top and scoop out the egg
 l down the long leg
 h down the head to the hooves and over his back
 r down his back and then curl over his arm
 j down his body, curl and dot
 v down a wing, up a wing
 y down a horn, up a horn and under his head
 w down, up, down, up
 z zig-zag-zig
 q round her head, up past her earrings and down her hair
 x down the arm and leg and repeat the other side



Appendix 3

APPENDIX 1

Here's a warm up that's great for posture and a positive attitude. Use it before cursive handwriting lessons and during the refreshing and can be done even in a crowded class. If it's manageable, let your students jump in place first!

Pull up on chair

Push palms

Pull hands

Hug yourself tightly

Reach high, one hand, then other
Reach - make circles in the air

* BLOCKS

* Stack your blocks










Assume an outrageous posture

Stack your blocks again!

Appendix 4

Name:

Date:

<input type="checkbox"/>  Four Finger Grasp	<input type="checkbox"/>  Static Quadropod Grasp	<input type="checkbox"/>  Static Tripod Grasp	<input type="checkbox"/>  Dynamic Tripod Grasp	<input type="checkbox"/>  Thumb Wrap Grasp
<input type="checkbox"/>  Thumb Tuck Grasp	<input type="checkbox"/>  Transpalmar Grasp	<input type="checkbox"/>  Index Grasp	<input type="checkbox"/>  Interdigital Brace Grasp	<input type="checkbox"/> Other



Appendix 4

Order of teaching

Foundation Stage and Year 1 – letter formation

**based on advice from occupational therapists*

Lesson	letter		Lesson	letter	
1	l	long letters	27	T	straight lines
2	t		28	H	
3	i		29	F	
4	u		30	E	
5	j		31	L	
6	y		32	V	
7	c	curly letters	33	P	straight and curved lines
8	a		34	R	
9	g		35	B	
10	q		36	Q	
11	o		37	D	
12	e		38	G	
13	f		39	J	
14	s	bouncing ball letters	40	U	curved lines
15	r		41	C	
16	n		42	O	diagonal lines
17	m		43	S	
18	p		44	K	
19	h		45	N	
20	b		46	M	
21	k		47	W	
22	d	48	V		
23	v	zig zag letters	49	A	
24	w		50	X	
25	x		51	Z	
26	z		52	Y	



Year 2 – introducing cursive script

Lesson	join	Join practise	Words
1	diagonal join	ca an	can came
2		at al	all call
3		ad sk	dad asked
4		go ge	get got
5	top join	on om	one once
6		ou ow	about down
7		ou ow	out now
8		on om	don't some
9		ot	not got
10		oo ou	too house
11		of fo	off for
12		re	are children
13		we	were went
14		wi	with will
15		wh	when what
16	diagonal join	mu me	mum me
17		ad ak	made make
18		nd al	and called
19		th	then them
20		th	there their
21		ik it	like little
22		ey gr	they grey
23		fr gh	from fight
24	top join	ve	have live
25		om oo	come look
26	diagonal join	pu pe	put people
27		he	her here
28		li	like little

Year 3 – developing a cursive script



Lesson	join	Words (Y3)
1	ac al	actual actually
2	se sp	sentence special
3	ei gh	eight eighth
3	ad ap	address appear
4	co on	consider continue
5	oc ca	occasion occasionally
6	de ri	decide describe
7	gu rd	guide guard
8	qu rt	quarter question
9	ou rl	enough early
10	fa ou	fame famous
11	fr rw	forwards fruit
12	or re	important interest
13	le ra	length library
14	re fo	therefore knowledge
15	re be	recent remember
16	na ra	natural notice
17	he rt	heat heart
18	be ve	believe build
19	pe op	peculiar popular
20	pr om	pressure promise
21	va we	various weight
22	co pp	complete disappear



Year 4 - developing a cursive script

Lesson		Word (Y 4)
1	ce re	centre century
2	ci rt	certain circle
3	ac de	accident accidentally
4	rr ve	arrive although
5	of pp	often opposite
6	ro gr	group grammar
7	di re	different difficult
8	ex rc	exercise experience
9	st ra	straight strange
10	su rp	suppose surprise
11	fa vo	favourite February
12	th ou	though thought
13	th ou	through
14	re gn	reign regular
15	na ot	naughty nothing
16	he rd	heard heart
17	br re	breath breathe
18	bu ss	busy business
19	pa rh	particular perhaps
20	os oe	position potatoes
21	ss os	possess possession
22	or bl	possible ordinary
23	wo om	women woman



Year 5 - mastering a cursive script

Lesson	Word (Y5)
1	communicate committee community
2	correspond conscience controversy
3	accommodate according accompany
4	aggressive apparent appreciate
5	amateur awkward attached
6	determined dictionary disastrous
7	government guarantee
8	especially embarrass environment
9	sincere sincerely signature
10	soldier secretary shoulder
11	forty foreign force
12	immediate immediately
13	individual identity
14	recommend relevant restaurant
15	bargain bruise business
16	necessary neighbour nuisance
17	marvellous mischievous muscle
18	parliament persuade
19	privilege pronunciation possession
20	variety vehicle



Year 6 - mastering a cursive script

Lesson	Year 6
1	conscience convenience competition
2	category cemetery
3	criticise curiosity
4	achieve ancient amateur
5	available average awkward
6	occupy occur opportunity
7	desperate definite develop
8	equip equipped equipment
9	exaggerate excellent existence
10	sacrifice sufficient suggest
11	symbol system soldier
12	familiar foreign frequently
13	interfere interrupt
14	leisure lightning
15	temperature throughout twelfth
16	yacht vegetable
17	rhyme rhythm
18	harass hinderance
19	physical queue quiet
20	profession programme prejudice

