

# LEAVENING COMMUNITY PRIMARY SCHOOL



## Handwriting Policy

**Member of staff responsible:** Sian Mitchell

**Link Governor responsible:** Neil Clark

**Approved by Governors on:** September 2023

**Review Date:** September 2024

**Chair of Governors:** James Robinson

**Headteacher:** Sian Mitchell

## Leavening Community Primary School Purpose and Values

**Our school purpose is:**

**‘TOGETHER WE CAN...’**

**Our 4 Values are:**

1. Look and Learn beyond the classroom.
2. Have high aspirations and fulfil our potential
3. Care, share and belong.
4. Lead, teach and learn with passion.

### Introduction

1. At Leavening Community Primary School, we teach pupils in Foundation 1 up to and including Year 1 to form letters using clear, legible print. We do not loop or join letters. We teach this in line with Little Wandle Letters and Sounds Revised.

From Year 2, we teach “continuous cursive” script. By doing this, we aim for pupils as they progress through Key Stage 2, to be able to focus on the content of their writing and less on the mechanics of forming legible script.

### **2. Why choose cursive writing?**

Once individual letter formation has been mastered, continuous cursive script also presents an opportunity for the teacher to link the teaching of handwriting to spelling and phonics, training pupils in the formation of letter strings and encouraging pupils to learn these through short, but regular repetition until they can feel the shape of common strings without removing the pen from the paper.

#### **The benefits of teaching cursive script:**

- It helps children’s writing to be clear, fluent, legible and fast.
- Having a lead in and out stroke avoids confusion about where to begin letter formation.
- Beneficial for children with poor hand control and for dyslexic children.
- The pen/pencil does not often need to be lifted from the page – this reinforces phonic and spelling patterns

#### 2.1 Continuous cursive writing



## **Planning for teaching handwriting**

### **Context**

Handwriting should be an integral not isolated part of phonics, writing and spelling.

### **Direct teaching**

It should be taught through a balance of whole class and small group work.

### **Practise**

Children need specific opportunities in school and at home to practise and reinforce good handwriting habits.

### **Application**

The skills learned need to be put to use when writing up published pieces so that children see a point in their hard work.

## **Teacher routines for handwriting**

From Foundation 1 to Year 2, handwriting should be taught as a discreet lesson every day as well as integrated into everyday lessons.

In Years 3, 4, 5 and 6, handwriting should be taught as an integral part of lessons as well as 3 x a week in discrete sessions.

Children who need additional support with handwriting should receive a timely, focused handwriting intervention to allow them to 'catch up'. Should there be need for full class discreet lessons, this will be up to the class teacher's professional judgement. It is imperative that teacher's writing models the correct style.

**Key Stage 2 staff must all model the correct cursive, joined script.**

### **5. Cursive writing rules**

- We do not join capital letters
- We start each letter on the line
- We do not take our pen from the paper until we get to the end of the word.

We go back and cross t's and dot i's.

### **What we are aiming for**

- We are aiming for pupils in years 3, 4, 5 and 6 to be able to write sufficiently fluently and legibly to be able to focus on the content and not the mechanics of forming letters and words.
- We are aiming for most children by the time they leave year 2 to have begun to develop a consistently joined handwriting style.

### **Pen Licences**

- From Year 3, children can earn a pen licence
- To gain a pen licence, children demonstrate consistently in every book either:
  - a neat cursive style, showing consistency in letter size and spacing;
  - a printed style with consistency in spacing and letter size (and be working towards joining);
  - SEND and writing in the very best printed or cursive style for them.
- Pens can subsequently be used in all books.
- Pens can be taken away if a pupils' standard of handwriting slips from the expected standard.