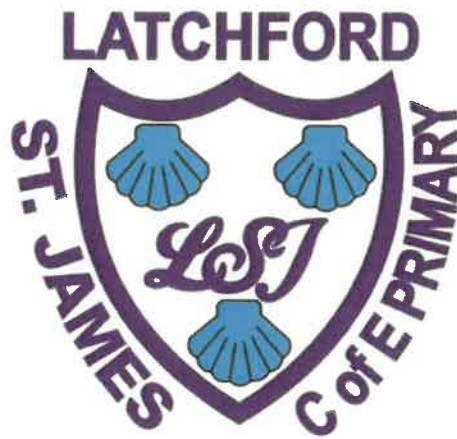


Handwriting Policy



Signed (Chair of Governors)..... *B. Idyres*.....

Signed (Head teacher)..... *M. Flute*.....

Date..... September 2019.....

Review Date...September 2022.....

Handwriting Policy

Rationale

Handwriting is as important now as it has ever been. Our life chances are limited or increased by our ability to communicate verbally and in writing. Our handwriting is an expression of ourselves and our abilities and may be used to make judgments about us.

In recent years, modern technology has dramatically changed the way we communicate through writing. However, despite the increased use of computers for writing, the skill of handwriting remains enormously important in education, employment and in everyday life.

Legible writing that can be produced comfortably, at speed and with little conscious effort allows a child to attend to the higher-level aspects of writing composition and content. This becomes increasingly important when assessments are based on written work, particularly in time-limited written examinations, which remain a major form of assessment for formal statutory tests and later qualifications. Beyond formal education, most employment situations will involve at least some handwriting. Thus, handwriting with pen and paper still has an incredibly important role from early childhood through our adult lives.

Aim

It is our collective aim as a school to each play our part in enabling children to develop a legible, cursive style of handwriting. It is our ambition that when children leave our school, it will be with a neat, fast and adaptable handwriting proficiency that they can be proud of.

Teaching Handwriting

When the lessons contained in this document are delivered systematically, letters will be well formed, joined and of the correct size. Each lesson is intended to last only fifteen to twenty minutes. Doing little and often in upbeat, ambitious sessions is key.

There are numerous important considerations that complement one another to produce quality handwriting: good tools, correct posture, positive role models and high expectations are all vital. Outstanding teaching of handwriting yields rewards in a very short time. Children and adults should see, celebrate and enjoy visible improvements in and across lessons.

Children with good handwriting enjoy high self-esteem, are often highly motivated and successful across a broad range of subjects. Excellent handwriting should be insisted upon in all subjects. They also possess qualities like perseverance, pride and precision. These are all qualities that can be enhanced with improving handwriting.

Handwriting success must be noted, celebrated and shared. Teachers must create opportunities for excellent handwriting in displays.

Pen licenses will be awarded to children demonstrating, over time, a consistently neat, legible and cursive script. Once issued, a pen license should not be taken away.

The Handwriting Style

The style taught in our school is based on the Nelson Handwriting style, with a few minor adjustments. It is simplistic but very clear and it does not have the loops and 'lead-ins' of other more complex styles. It is relatively easy to teach and learn. However, like all writing styles it is only as good as the teaching that precedes it, monitors it and models it. It is imperative that teachers and teaching assistants model consistently and effectively, using the correct language and approaches. It is also vitally important that teachers and teaching assistants intervene when inaccuracies in grip, formation or posture are in evidence.

The Letter Forms

Lower Case

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

Numbers

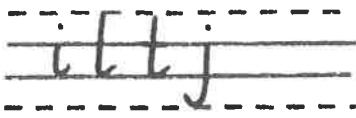
1 2 3 4 5 6 7 8 9 0

Lower Case Letter Formation

i l t j

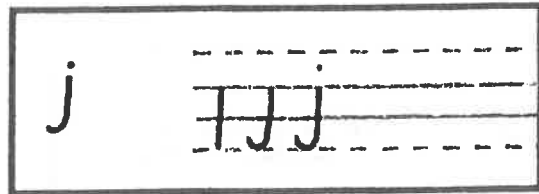
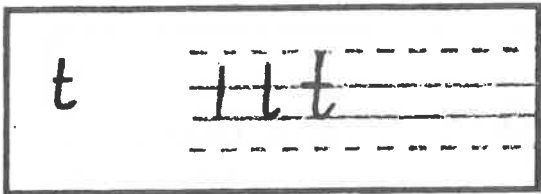
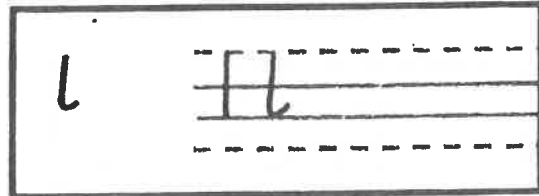
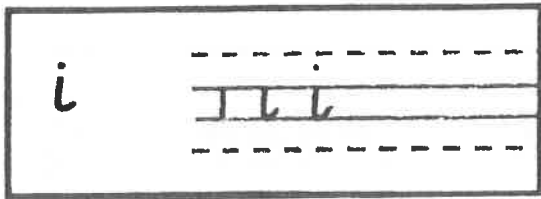
Family 1. The straight Line Family

i l t j Letters based on a single vertical line - Letters based on a single vertical line.



i l t j

The letters i and j begin at the top solid line. The letter l and t begins at the top broken line. The tail on the j goes down to the bottom broken line and ends with a gentle curve. The i and l touch the bottom solid line, before lifting diagonally to the right. This is the connection to the following letter.



Lower Case Letter Formation

c o a d g q e

c o a d g q e Family 2. The Coathanger Family - letters based on a c shape

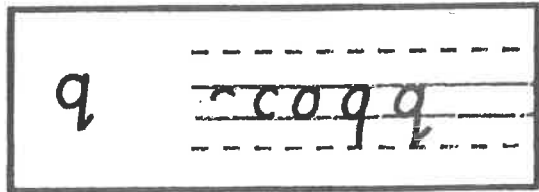
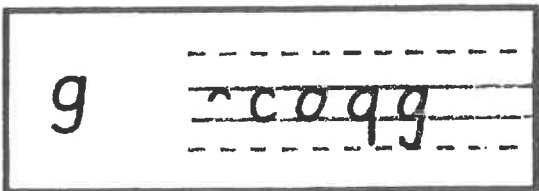
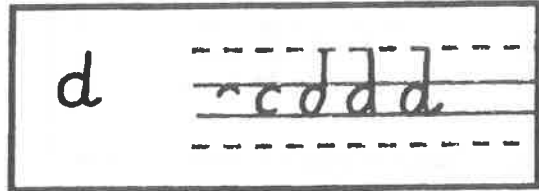
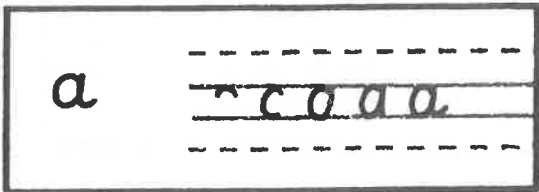
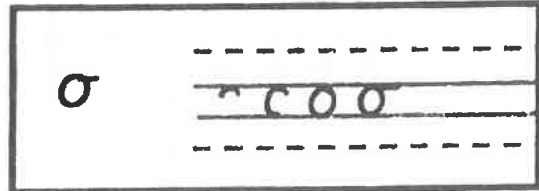
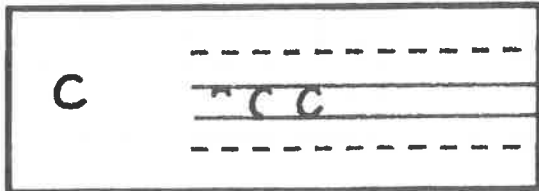
c o a d g q e

c o a d g q

These letters are oval rather than circular.

These letters begin with a 'coat hanger' shape.

Begin just below the top solid line. The first movement of the writing tool is up to the line, then over and down. On reaching the bottom solid line it is necessary to go diagonally upwards and across to the right, in order to make an oval shape.



c o a d g q e

Lower Case Letter Formation

Family 2. The Coathanger Family - letters based on a c shape

c o a d g q e

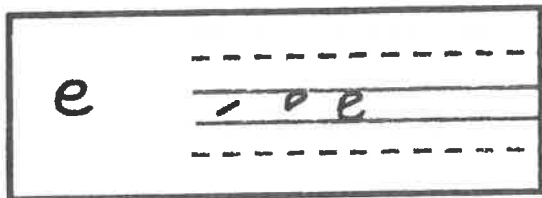


e

Letter e

Is like the distant cousin of the Coathanger family as although it is based on the c shape, it doesn't start with a hook like the other letters in this family.

Begin at the midpoint between the two solid lines and move upward to the right, at an angle of 45 degrees

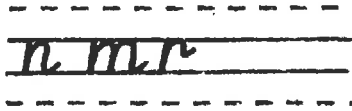


n h m r b p k

Lower Case Letter Formation

Family 3. The Bridge Family - letters that have a vertical down stroke followed by a diagonal movement to the right.

m n r h b k p

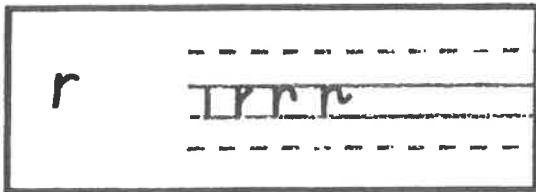
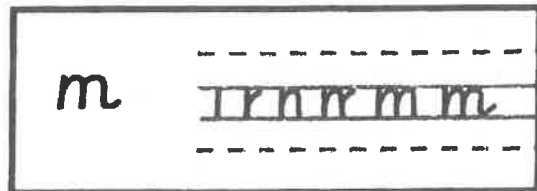
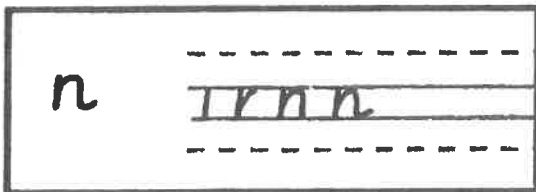


n m r

These letters begin with a vertical down stroke, followed by a vertical up stroke, then have a diagonal movement to the right, which begins midway between the two solid lines.

The letters n, m and r, reach the top solid line.

m and n should have narrow 'bridges'.



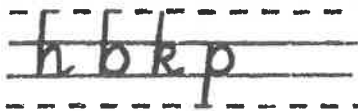
n h m r b p k

Lower Case Letter Formation

Family 3. The Bridge Family Contd...

m n r h b k p
movement to the right.

Letters have a vertical down stroke followed by a diagonal

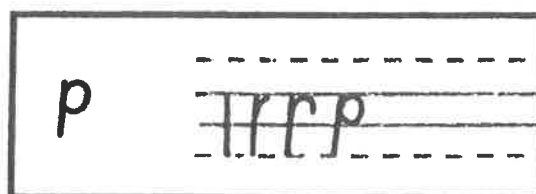
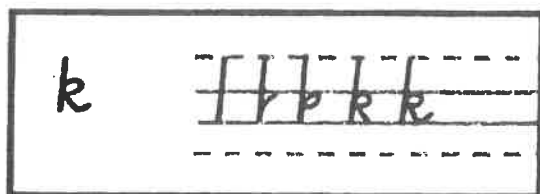
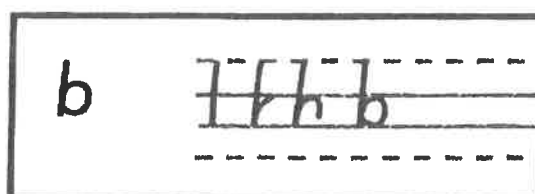
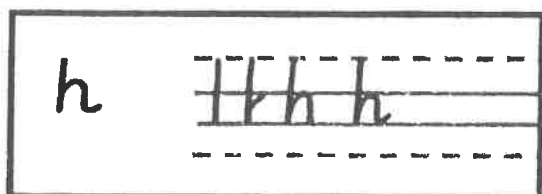


h b k p

These letters begin with a vertical down stroke, followed by a vertical up stroke, then have a diagonal movement to the right, which begins mid-way between the two solid lines.

The letters h, b and k are tall letters, so start at the top broken line. The letter k is a shoelace k to enable it to join to other letters and to distinguish it from the capital K.

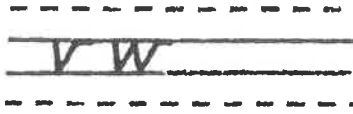
The letter p starts at the top solid line and reaches down to the bottom broken line.



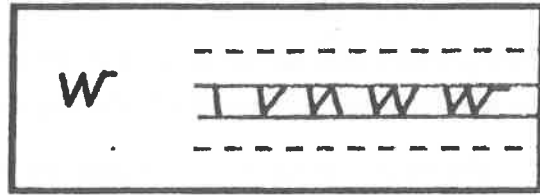
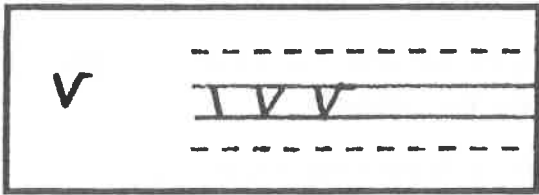
Lower Case Letter Formation



Family 4. The Zig Zag Family - v and w are placed in a pair.



Both start on the top solid line, have a diagonal downward stroke and have a joining mark that sits on the top solid line.



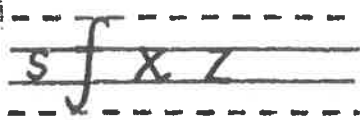
Lower Case Letter Formation

s f x z

Family 6. The Misfits!

s f x z

These letters are unique and individual and do not fit with any other letter groups.



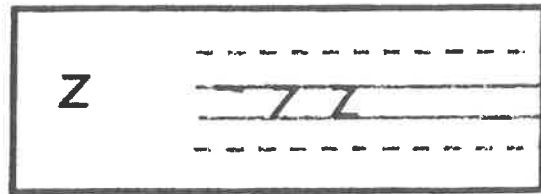
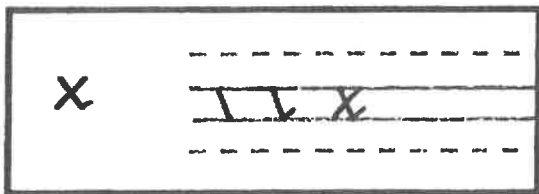
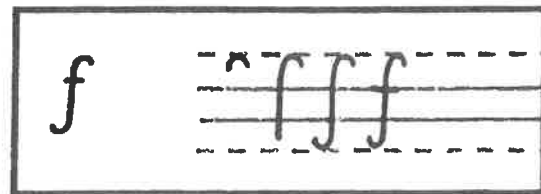
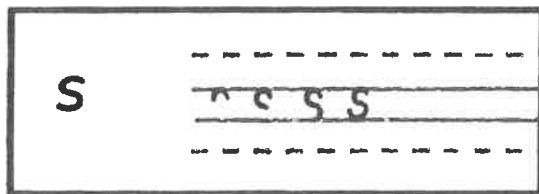
s f x z

The s and f both begin with an 'up and over' movement, in the same way as the coathanger family based on the c shape.

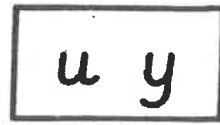
The f is crossed like the t and is both a tall letter and a tail letter.

The s, x and z should be the same width at the top and bottom of the letter.

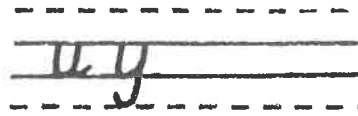
The x joins on to the next letter with a diagonal joining stroke.



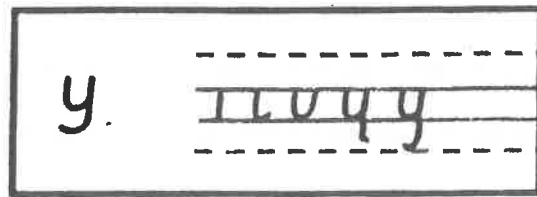
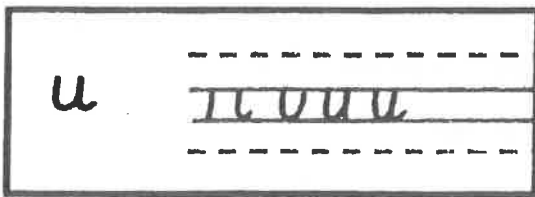
Lower Case Letter Formation



u y Family 5. The Smile Family - u and y are placed together as a pair

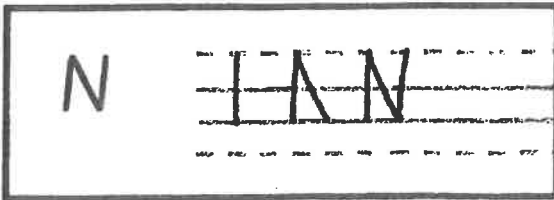
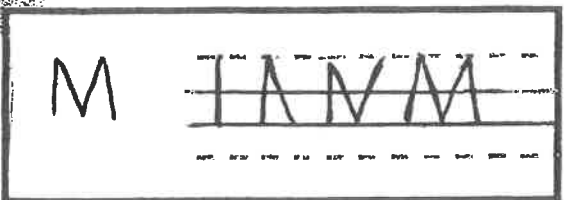
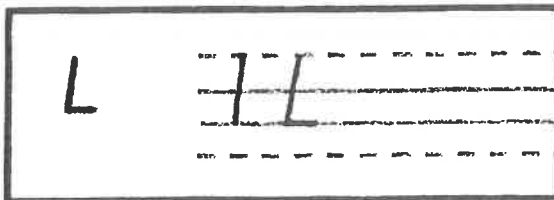
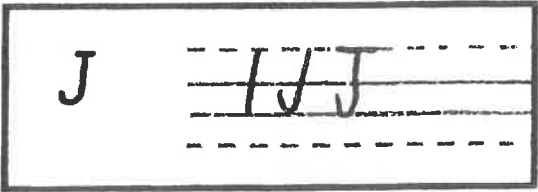
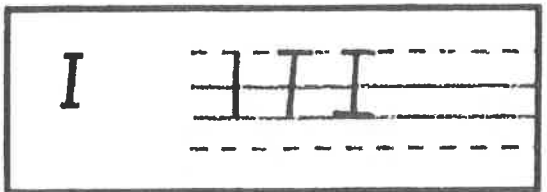
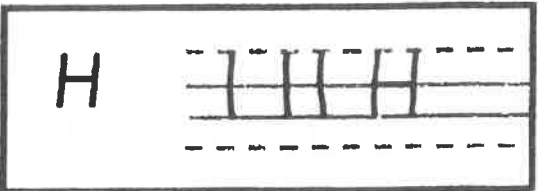
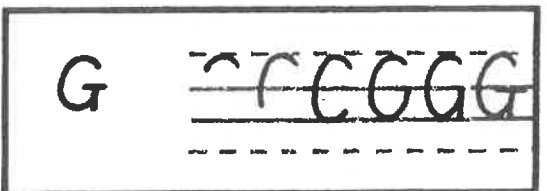
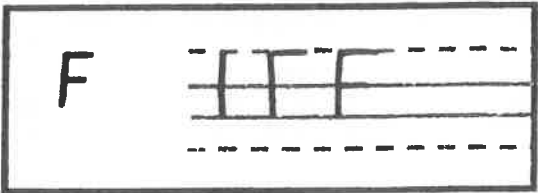
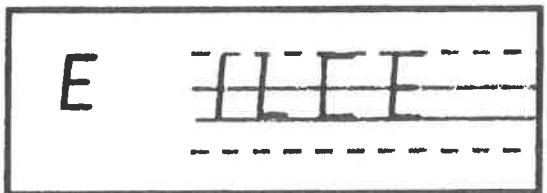
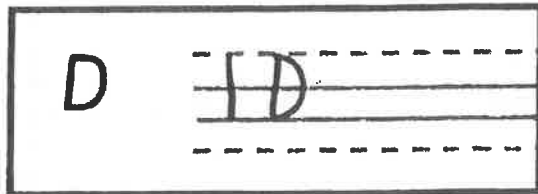
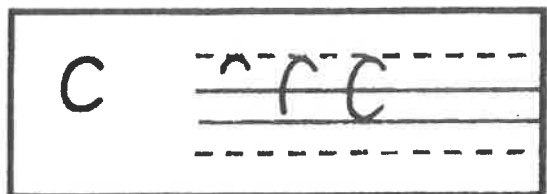
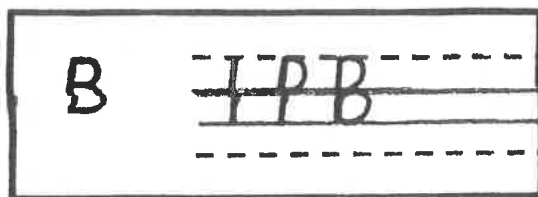
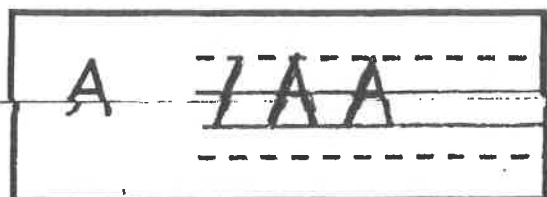


Both start on the top solid line, begin with a downward stroke, curve back up to the top solid line and then, down to the bottom solid line. The letter y is a tail letter that extends down to the bottom broken line and ends with a gentle curve that sits on the line.



Upper Case Letter Formation.

These should be taught as tall letters in size. They do not join onto the letter which follows.



O CO

P IP

Q COQ

R IPR

S SSS

T IT

U IU

V IV

W WWWW

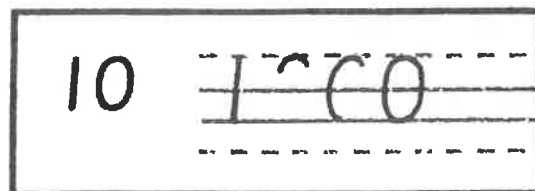
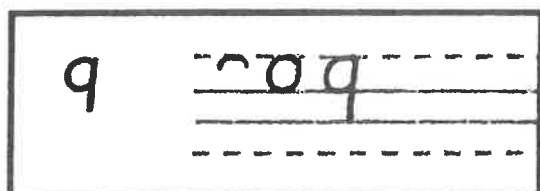
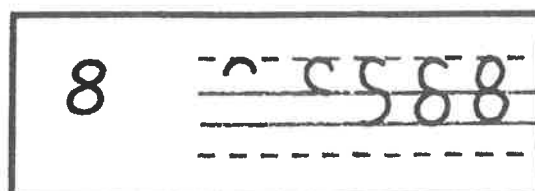
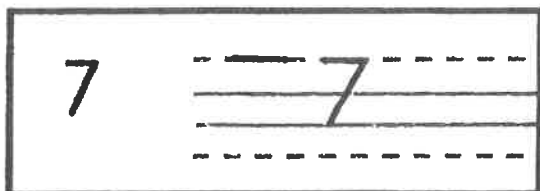
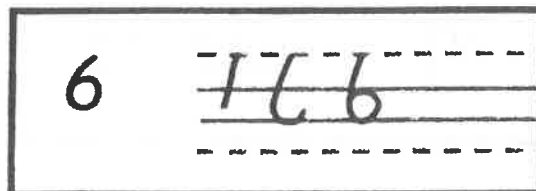
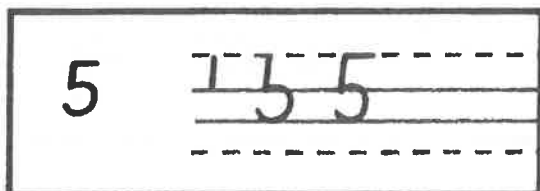
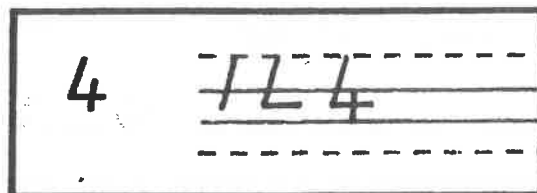
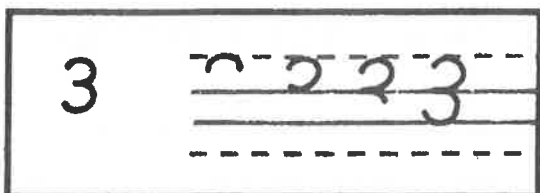
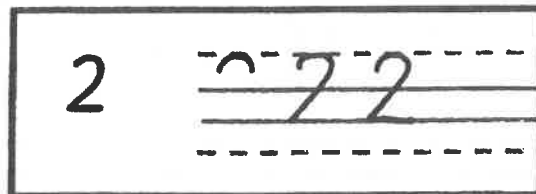
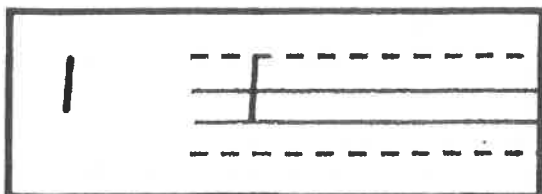
X X

Y Y

Z ZZ

Number Formation

Numbers can be written using the line guides in a very similar way to letters. All numbers should be regarded as the same size as tall letters, therefore they start on the top broken line and sit on the bottom solid line.



Joining Pairs of letters

Up, over, stop, reverse.

la l l l l l a

co c c c c c o

ac a a a a a c

ng n n n n n g

ea e e e e e a

us u u u u u s

Join across the top.

The following are examples where letters join across the top, solid line.

fi f f f f f i

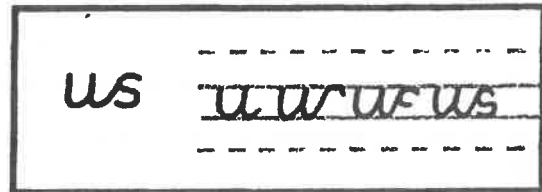
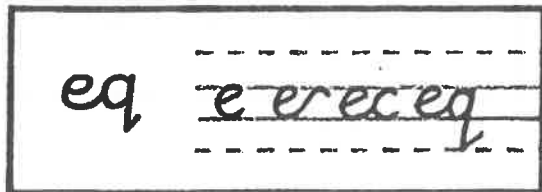
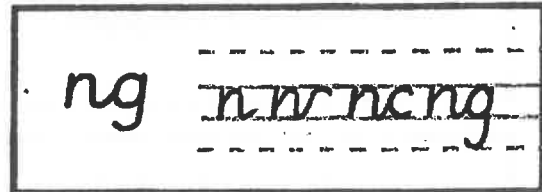
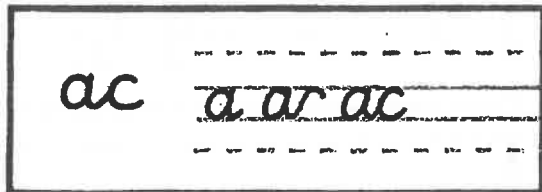
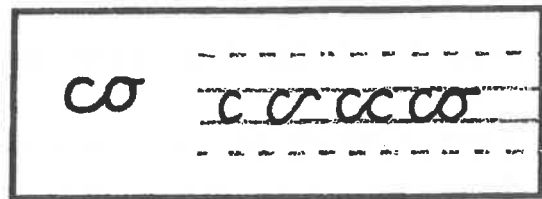
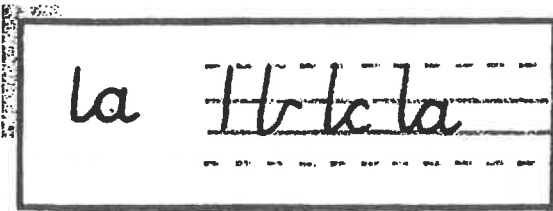
on o o o o o n

wa w w w w w a

vy v v v v v y

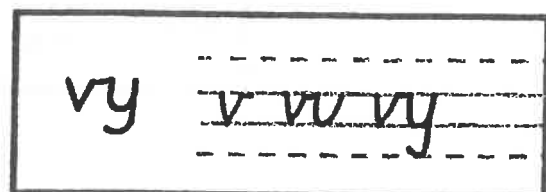
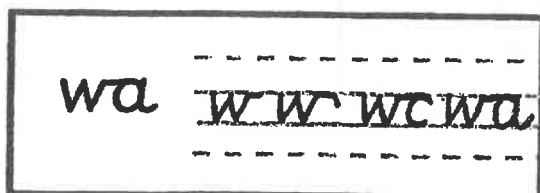
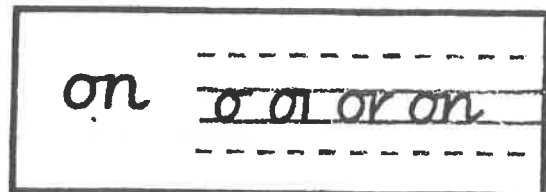
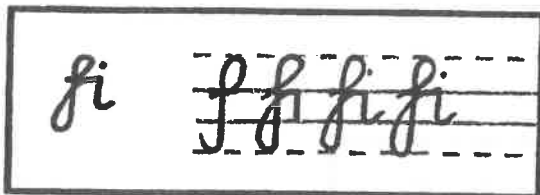
Joining Pairs of letters

Up, over, stop, reverse.



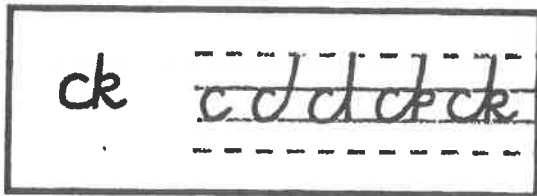
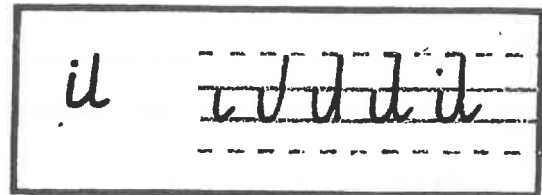
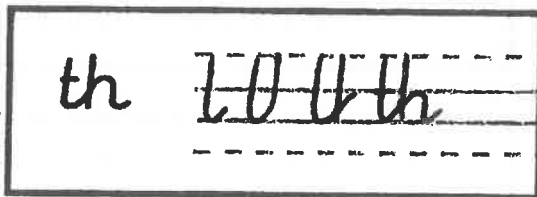
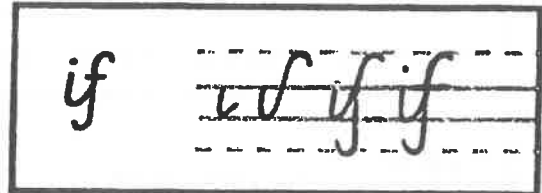
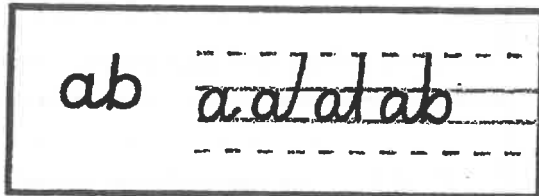
Join across the top.

The following are examples where letters join across the top, solid line.



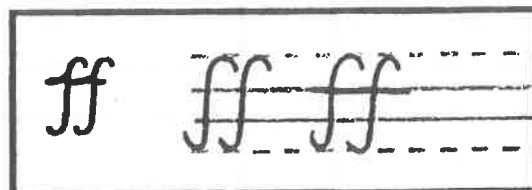
Joining Pairs of letters

These letters are joined from the preceding letter with a diagonal joining stroke which straightens up at the top solid line and then pushes straight up to the top broken line before coming straight back down tracing the line just made.



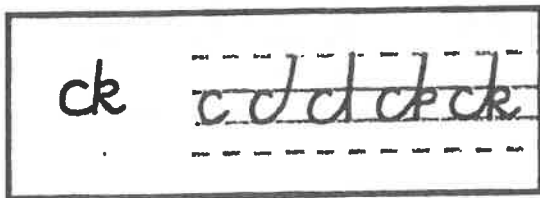
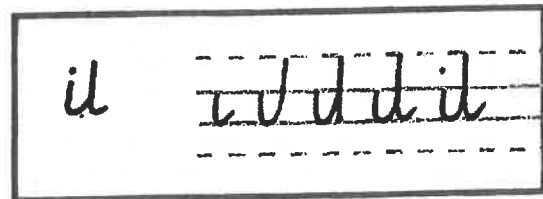
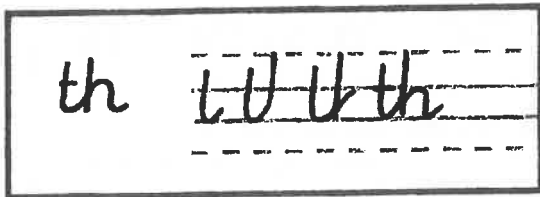
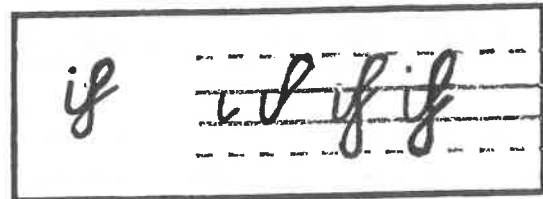
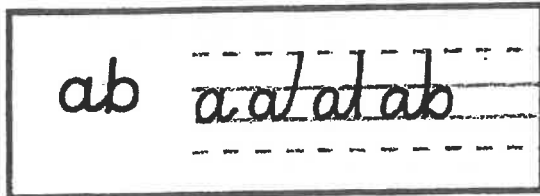
Double ff

When joining two letter f's together—for efficiency and speed use a "double cross". Draw the two tall strokes of the f next to each other and then cross together with one horizontal cross bar which sits exactly on the top solid line.



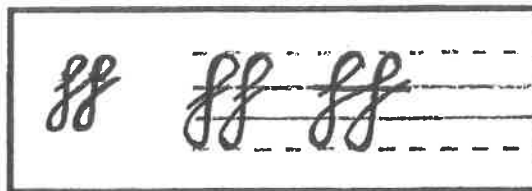
Joining Pairs of letters

These letters are joined from the preceding letter with a diagonal joining stroke which straightens up at the top solid line and then pushes straight up to the top broken line before coming straight back down tracing the line just made.



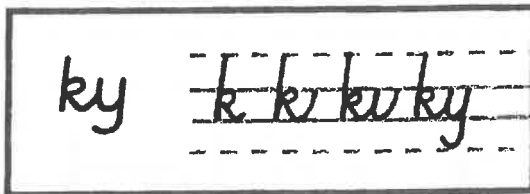
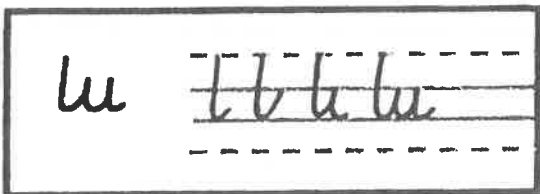
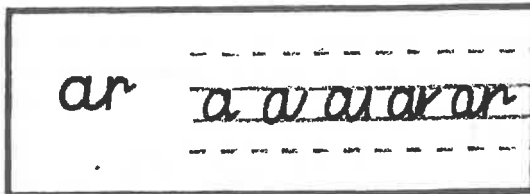
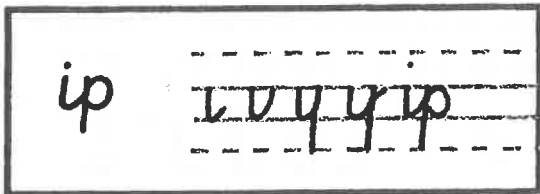
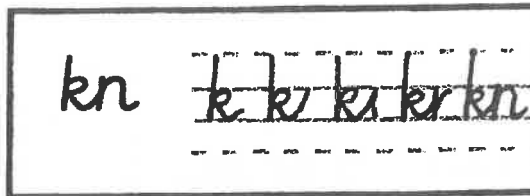
Double ff

When joining two letter f's together—for efficiency and speed use a "double cross". Draw the two tall strokes of the f next to each other and then cross together with one horizontal cross bar which sits exactly on the top solid line.



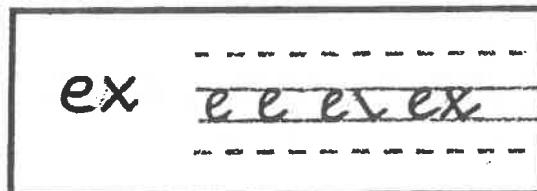
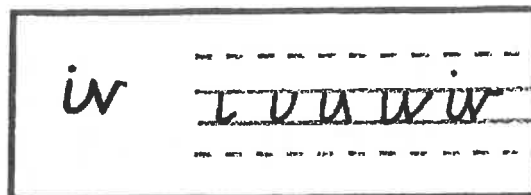
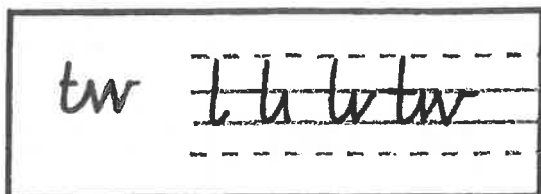
Joining Pairs of letters

These letters are joined from the preceding letter with a diagonal joining stroke, straightening up to push to the top solid line before coming straight back down, tracing the line just made.



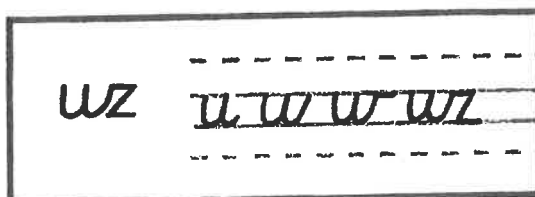
Joining Pairs of letters

These letters are joined from the preceding letter at the top solid line before going diagonally down to the right.



NB. The letters x is only joined to the letter that follows.

The letter z is joined from the preceding letter at the top solid line before going straight across the top solid line to start the formation of the z.



Joining Pairs of letters

b, p, s

br bi be

pa pi pe

st se si

br bi be

pa pi pe

st se si

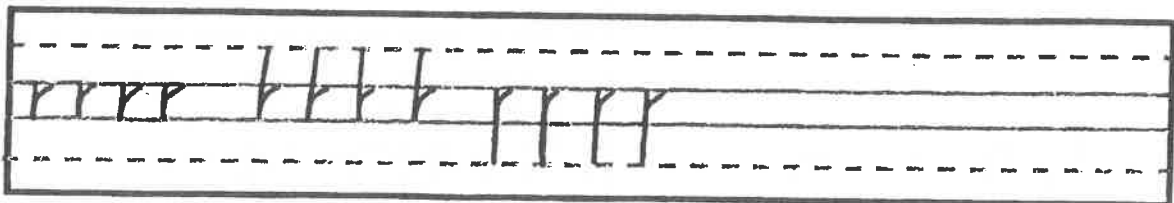
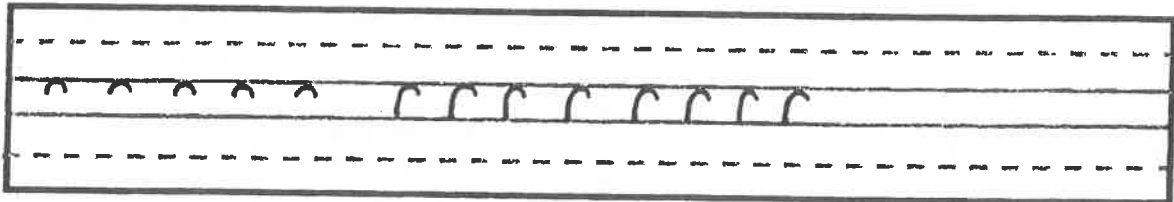
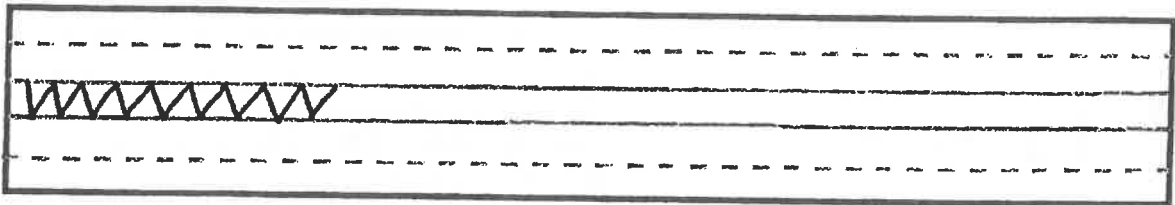
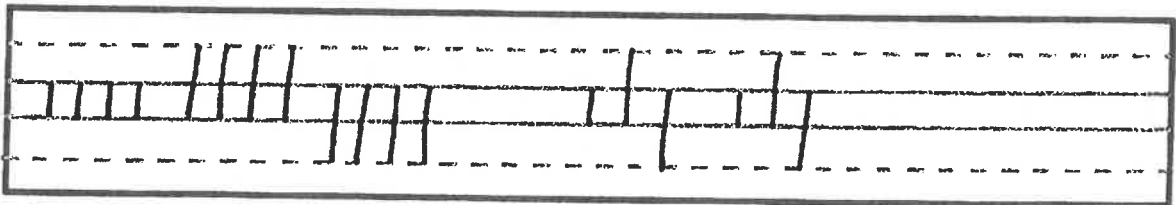
KSI

Key Stage 1

Programme of Lessons

Warm Up Examples.

Below are line guide exercises to ensure children fully understand the correct size of small letters, tall letters and tail letters. They are exercises that can be used regularly as a warm up to a handwriting lesson. The three straight lines are referred to as short, tall and tail lines.



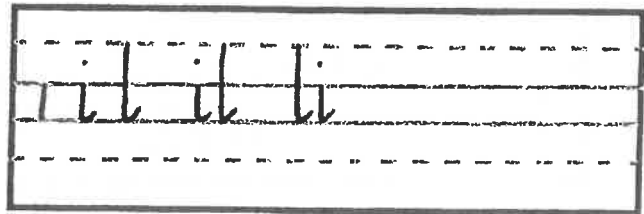
Key Stage 1

Programme of Lessons

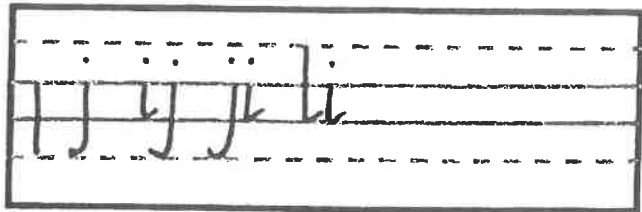
Lessons on Individual letters.

Below are line guide exercises to ensure children fully understand the correct size of small letters, tall letters and tail letters. They are exercises that can be used regularly as a warm up to a handwriting lesson. The three straight lines are referred to as small, tall and tail lines.

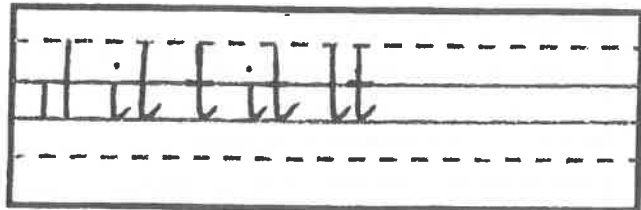
1 | i l il li



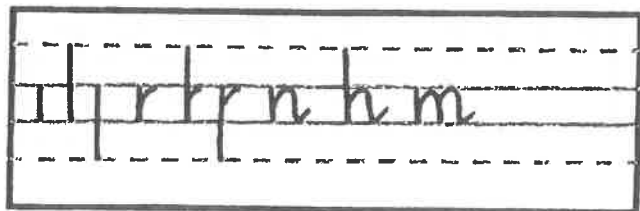
2 | j ij li



3 | il t it lt

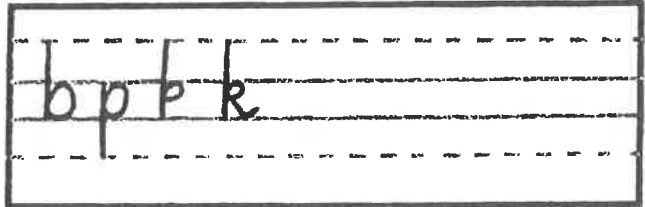


4 r k p n h m

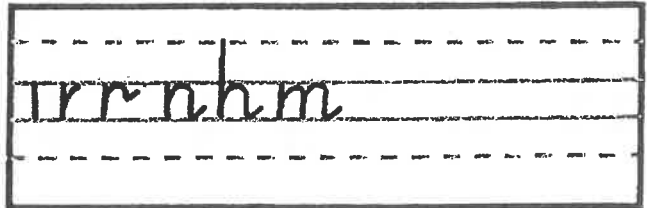


Lessons on Individual letters continued.

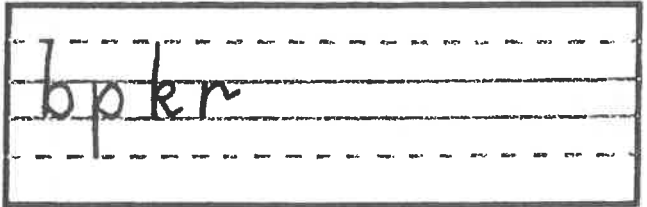
5 b p k



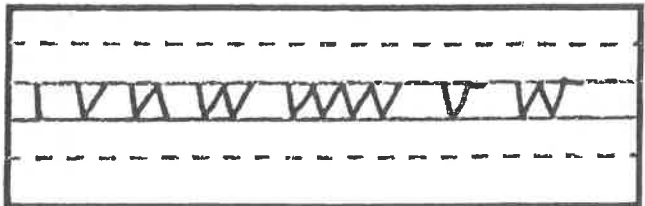
6 r r n h m reinforcement



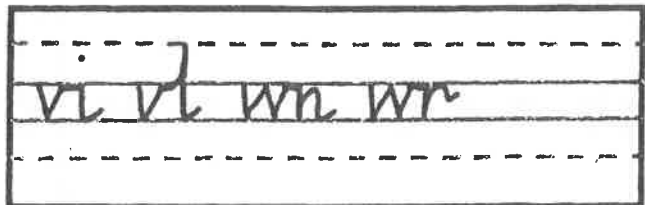
7 b p k r reinforcement



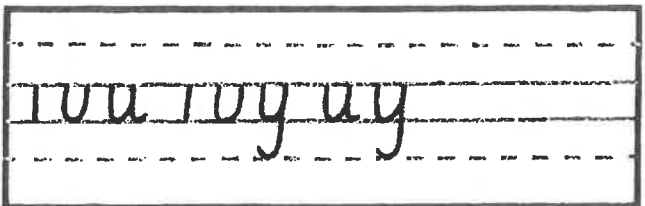
8 v v w w



9 vi vl wn wr

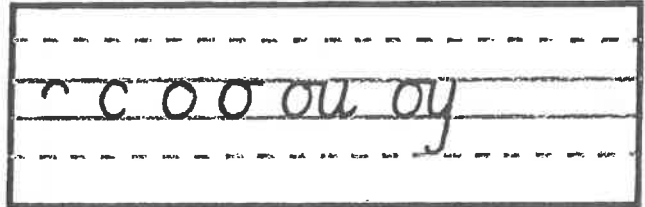


10 vu uy

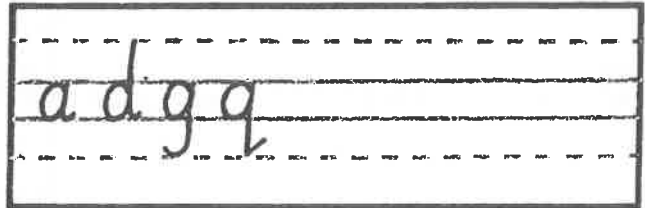


Lessons on Individual letters continued.

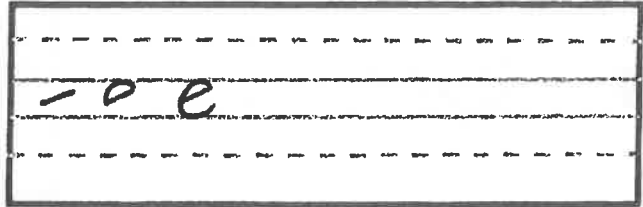
11 ^ c o ou oy



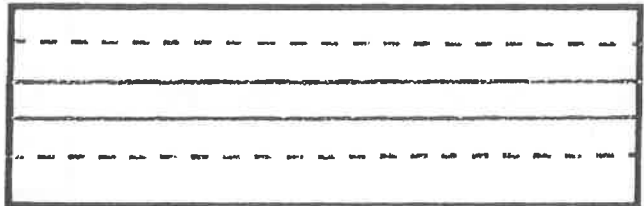
12 a d g q



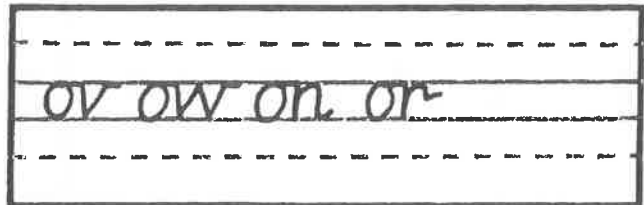
13 - o e



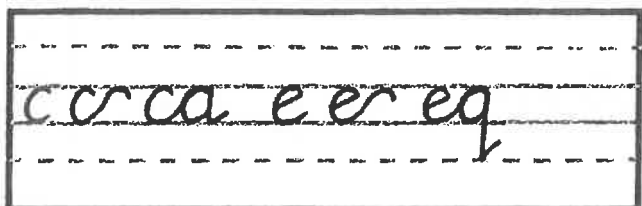
14 Reinforcement of c family.



15 ov ow on or



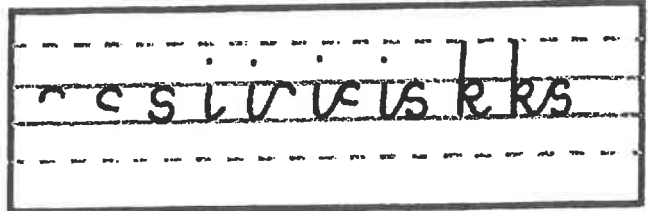
16 c ca e e eq



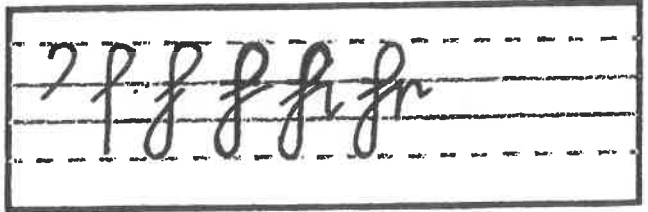
KSI

Lessons on Individual letters continued.

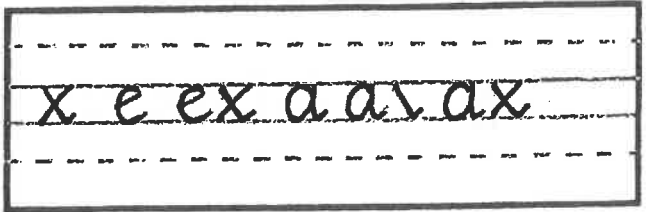
17 [^] s iris k ks



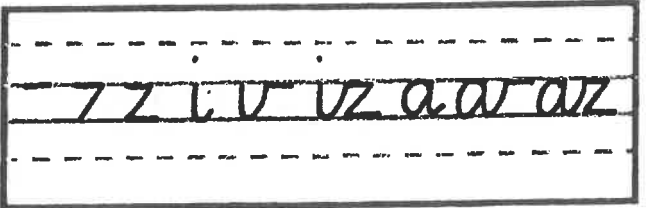
18 [^] f fi fr



19 x e ex a ax



20 z i iz a az



KSI

Upper Case Letters

1 PBRDU

IPBRDU

2 LEFMA

LEFMA

3 TIJHKN

TIJHKN

4 CGOQS

CGOQS

5 XVWYZ

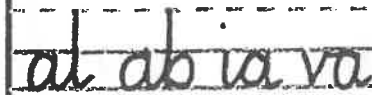
XVWYZ

6 Reinforcement of all capital letters.

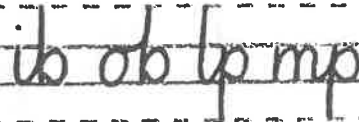
Suggested Lessons On Joining Letters

In the lessons on letter joins, there are examples for each letter, on how to join from the preceding letter. The joins include just two letters. After working through the intensive programme of lessons, three letter joins could be practiced in the weekly handwriting lesson.

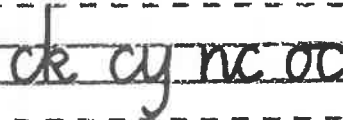
1 al ab ia va

A rectangular box with a dashed top line, a solid middle line, and a dashed bottom line. The text 'al ab ia va' is written in a cursive script across the middle line.

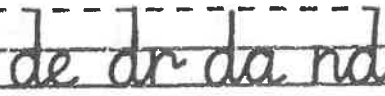
2 ib ob lp mp

A rectangular box with a dashed top line, a solid middle line, and a dashed bottom line. The text 'ib ob lp mp' is written in a cursive script across the middle line.

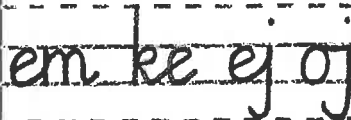
3 ck cy nc oc

A rectangular box with a dashed top line, a solid middle line, and a dashed bottom line. The text 'ck cy nc oc' is written in a cursive script across the middle line.

4 de dr da nd

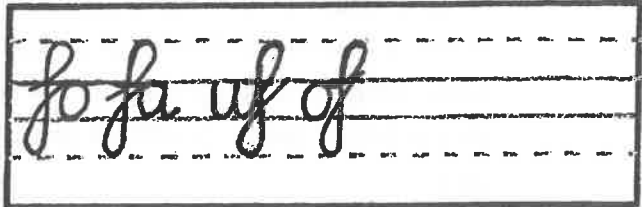
A rectangular box with a dashed top line, a solid middle line, and a dashed bottom line. The text 'de dr da nd' is written in a cursive script across the middle line.

5 em ke ej oj

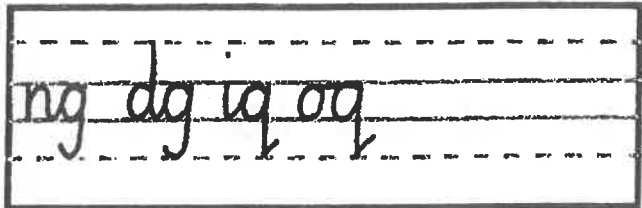
A rectangular box with a dashed top line, a solid middle line, and a dashed bottom line. The text 'em ke ej oj' is written in a cursive script across the middle line.

Suggested Lessons On Joining Letters Contd

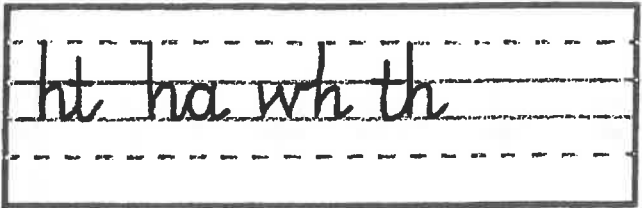
6 fo fa uf of



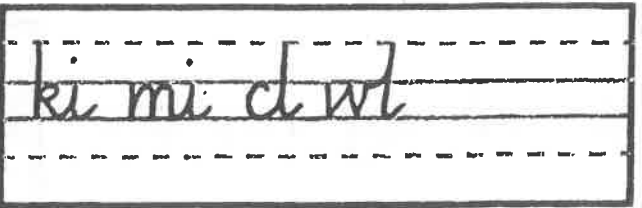
7 ng dg iq oq



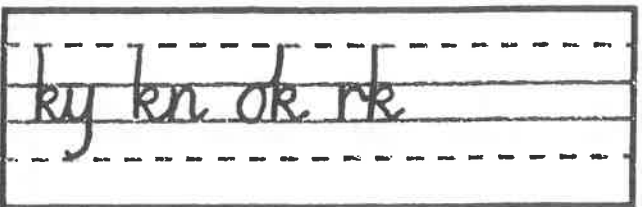
8 ht ha wh th



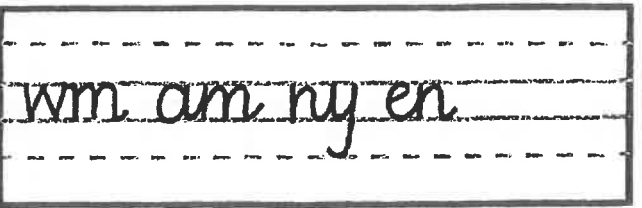
9 ki mi cl wl



10 ky kn ok rk



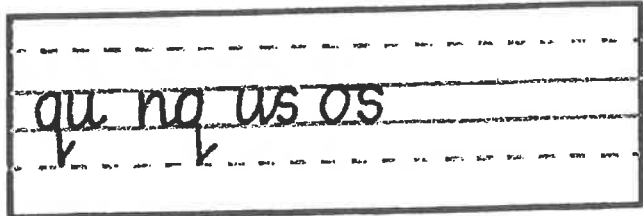
11 wm am ny en



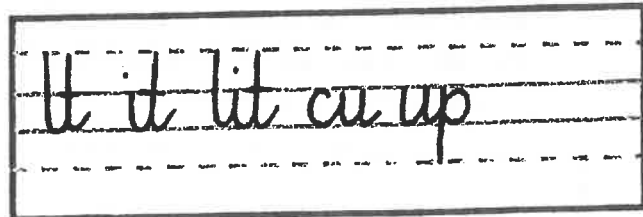
KSI

Suggested Lessons On Joining Letters Contd

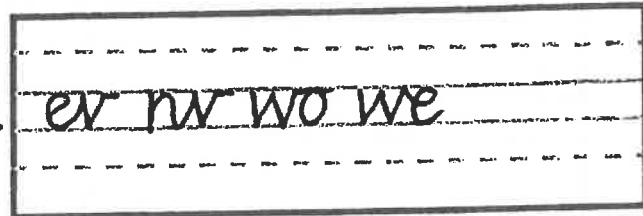
12 qu nq us os



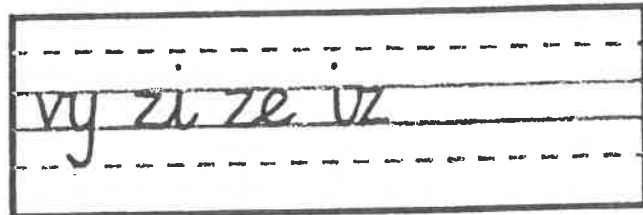
13 lt it lit cu up



14 ev nw wo we



15 vy zi ze iz

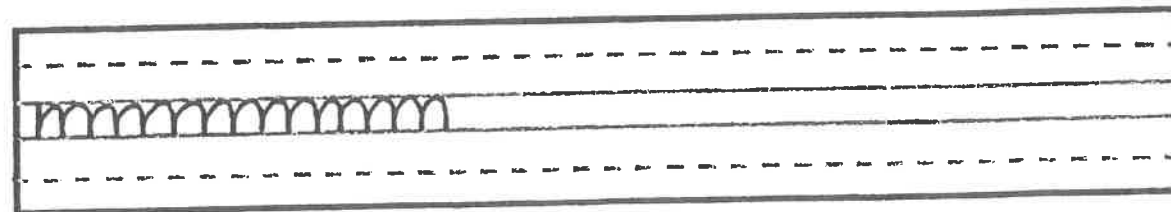
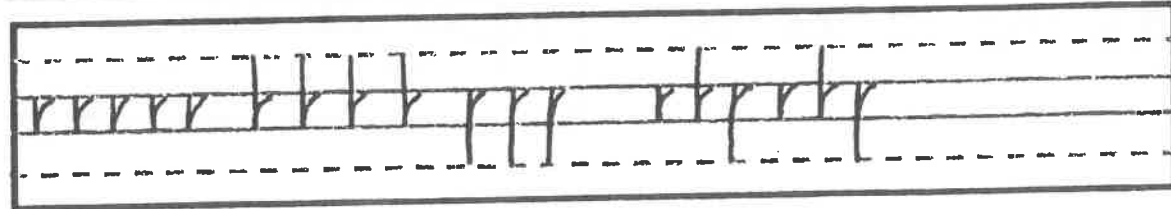
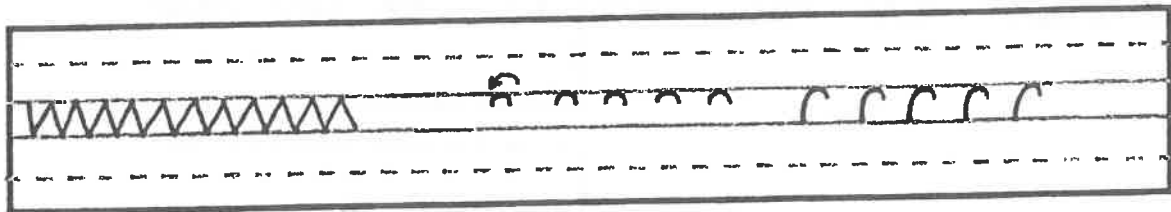
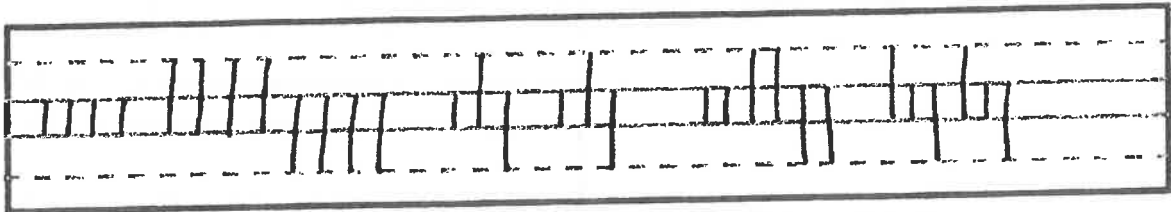


Key Stage 2

Programme of Lessons

Warm Up Examples.

Below are line guide exercises to ensure children fully understand the correct size of small letters, tall letters and tail letters. They are exercises that can be used regularly as a warm up to a handwriting lesson. The three straight lines are referred to as short, tall and tail lines.



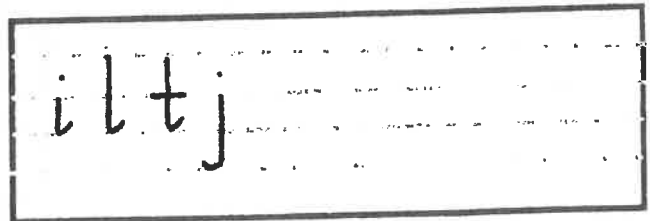
Key Stage 2

Programme of Lessons

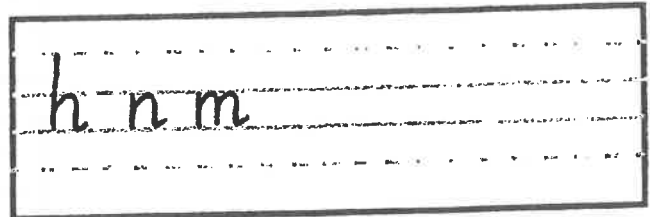
Lessons on Individual letters.

Below are line guide exercises to ensure children fully understand the correct size of small letters, tall letters and tail letters. They are exercises that can be used regularly as a warm up to a handwriting lesson. The three straight lines are referred to as small, tall and tail lines.

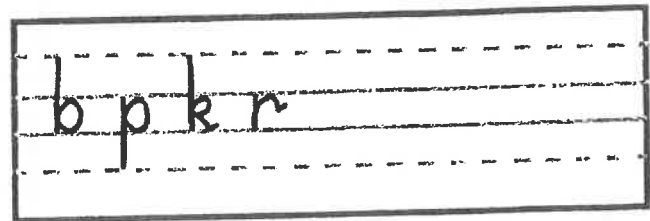
1 i l t j



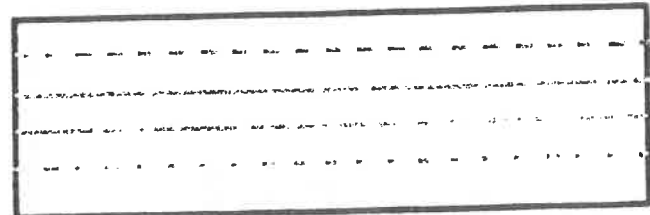
2 h n m



3 b p k r

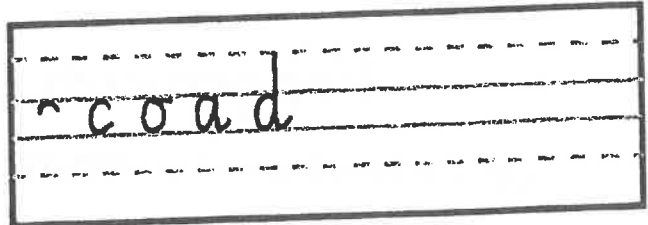


4 Reinforcement of above



Lessons on Individual letters continued.

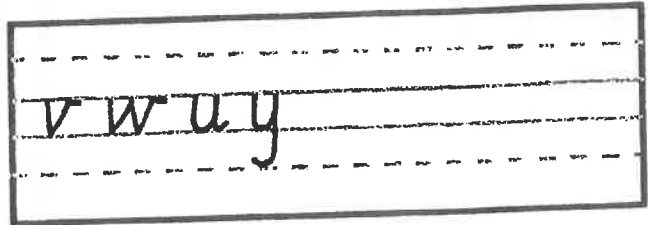
5 r c o a d



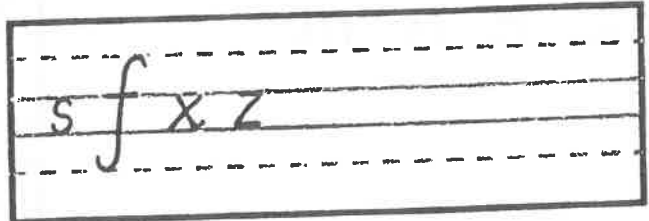
6 g q e l e



7 v w u y



8 s f x z



9 Reinforcement



10 ABCDEF

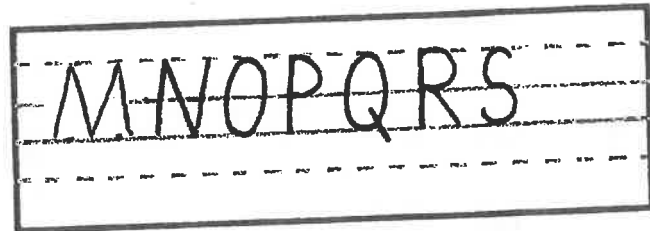


Lessons on Individual letters continued.

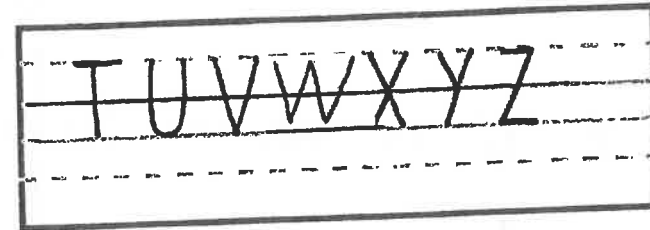
11 GHIKJL



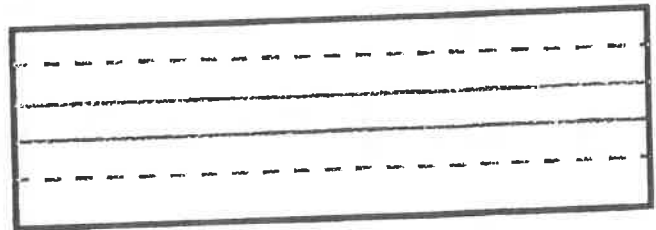
12 MNOPQRS



13 TUVWXYZ



14 Reinforcement of capital letters.



Suggested Lessons On Joining Letters

In the lessons on letter joins, there are examples for each letter, on how to join from the preceding letter. The joins include just two letters. After working through the intensive programme of lessons, three letter joins could be practiced in the weekly handwriting lesson.

1 ac aw da oa
ib ob

ac aw da oa ib ob

2 ck cy ec vc du
dg

ck cy ec vc du dg

3 en ef me te fr
fo

en ef me te fr fo

4 if af ng og hs
hu

if af ng og hs hu

5 lh ch ib ip ki
vi

lh ch ib ip ki vi

Suggested Lessons On Joining Letters Contd

6 ej nj ky kl mk
ok

ej nj ky kl mk ok

7 ll lw cl al mb
mp

ll lw cl al mb mp

8 om im mf ms
ng nt

om im mf ms ng nt

9 un wn or od
vo ho

un wn or od vo ho

10 op rp qu nq
oq rl

op rp qu nq oq rl

11 rs vr tr vs fs
ns

rs vr tr vs fs ns

Suggested Lessons On Joining Letters Contd

12 tl ty ut ot ug
wz

tl ty ut ot ug wz

13 du fu va ve
ov iv

du fu va ve ov iv

14 wg we ow ew
ex ix

wg we ow ew ex ix

15 xh xe vy cy
oz ez

xh xe vy cy oz ez

KS2

Suggested Lessons On Joining Letters Contd

12 tl ty ut ot ug
uz

tl ty ut ot ug uz

13 du fu va ve
ov iv

du fu va ve ov iv

14 wg we ow ew
ex ix

wg we ow ew ex ix

15 xh xe vy cy
oz ez

xh xe vy cy oz ez

