

Bridgewater Primary School

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BRIDGEWATER
PRIMARY SCHOOL

Handwriting policy

Reviewed October 2024

To be reviewed: October 2025

Teaching and learning

Handwriting will be taught in every year, beginning in the Foundation stage with gross and fine motor activities and basic letter formations. The style, nature and frequency of handwriting lessons will be dependent on the needs of children in individual classes, but should comprise discrete handwriting lessons and those embedded within English and Phonics. KS1 classes are expected to teach handwriting at least four times per week and KS2 classes are expected to teach handwriting at least three times per week.

Gross and fine motor skills

Activities to develop gross and fine motor skills are essential to the development of good handwriting. This is of particular importance in EYFS and early KS1, but may be required as an appropriate intervention in KS2.

Posture

Children should be taught the importance of sitting upright and correctly on their chair, with their feet on the floor and their chair tucked in.

Pencil grip

Children should use a tripod grip and be given constant reminders until this is established. Shaped pencil grips are available in school for children who find them helpful.

Position of paper

Left handed children should be encouraged to tilt their paper slightly to the right to improve their view of what they are writing, and to reduce smudging later on when they write in ink. Right handed children may find it helpful to tilt paper slightly to the left. Paper should be steadied with the free hand.

Paper

Early writers will make marks on and eventually write on unlined paper, whiteboards or other surfaces so that they are able to write at a size appropriate to their needs. As soon as children are beginning to control the size of their writing, they will be given lined paper or exercise books, to encourage the correct placing of letters on the line. Lines at an interval of 10mm will be standard in Year 1 and 2 and 8mm in KS2, although some children may have different individual needs.

Correct letter formation

Children are taught to form letters correctly, paying attention to the starting point for each letter, the direction of pencil movement, the shape and orientation of the letter, and the relative heights of the body of each letter, and any ascender and descender. Teaching will be multi-sensory and appropriate to the needs of the child. Our policy is to teach un-joined, pre-cursive letter shapes that resemble cursive lettering to early writers. Cursive letter shapes are taught from Year 2 onwards. Letter formation for cursive writing is available to staff and pupils in appendices 1-5. The teaching of this should be grouped so that children learn or revise similar letter shapes together.

Writing with a handwriting pen

In KS2, at the start of each academic year, all children will begin with completing writing tasks in pencil. As soon as children demonstrate that they are meeting the handwriting expectations for being on pen (perfectly formed, cursive handwriting), they will receive a pen to write with. If children do not consistently continue to meet these expectations, their pen will be removed. Children should be clear about what their handwriting targets are if they are not currently writing with a pen. Class teachers should award children with their first 'pen licence' in a celebration assembly.

Writing with a golden pen

Any children in KS2 who are meeting the handwriting expectations for being on pen and have beautifully presented work, all of the time, will be considered for a golden pen. This will be agreed with the class teacher, English leader and phase leader.

Group 1 letters (diagonal leads):

c a d g q

Group 2 letters (vertical leads):

l i j t b h

k p m n u y

Group 3 letters (horizontal joins):

o v w

Group 4 letters (other):

e f r s x z

Appendix 1:

Aa Bb Cc Dd Ee

Ff Gg Hh Ii Jj Kk

Ll Mm Nn Oo Pp

Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz

Appendix 2: – Diagonal joins to x-height letters

ai ae aj am ar ci ce cu

cy di dr dy de ee ei em

er he hu hi hy ie ir ip

iw iy ke ki kn ky le lm

lu ly me mi mm mu ne

ni nu ny te ti tu ty tt

tw ui ue up

Appendix 3 – Horizontal joins to x-height letter

ni nu

wi wt wy we

ri rt ry re

oi ot ow ou oy

Appendix 4 – Diagonal joins to ascenders

ab ah ak al at eb eh ek

el et ib ik il it ch mb th

Appendix 5 – Diagonal joins from descenders to x-height letters

na no wa wo

ra ro rd rg

sa so sd sg