



THE CATHEDRAL SCHOOL  
OF ST. SAVIOUR AND ST. MARY OVERIE

# Handwriting Policy

## **Cathedral School Handwriting Policy**

At Cathedral School, we recognize the importance of a comfortable handwriting style, which is joined and legible. We promote correct letter formation from the children's earliest attempts at writing, and provide handwriting experiences that enhance reading and spelling development. We encourage all children to develop a personal style, from secure foundations, and to take pride in the presentation of all their work.

### **Aims and Objectives:**

- To introduce children to joined writing from the earliest stages
- To enable children to record their work with confidence
- To develop co-ordination and fine motor control
- To make provision for left-handers
- To identify and support children with fine motor difficulties

### **Teaching Strategies:**

- Handwriting is taught for 15 minutes, 3 times per week at KS1 & KS2
- The Charles Cripps 'A Hand for Spelling' scheme is used throughout the school to achieve overall coherence and consistency.
- Teachers are expected to teach the following:  
Nursery- Pre-writing/fine motor control/letter formation (using 'Jolly Phonics')  
Reception- Accurate letter formation and fine-motor skills  
Year 1- accurate & consistent letter formation and to begin joining letters using cursive style using Cripps 2a & 2b  
Year 2- Joining all letters, taught letter strings using Cripps 3a & 3b  
Year 3- Correct use of joining of all letters using Cripps 4a & 4b  
Year 4- In the Autumn Term Year 4 will revise Cripps 4b, in Spring term they will write sentences (10) linked to weekly spellings, and in Summer they will copy short passages of text.  
Year 5 & 6- The children will be expected to copy short passages of text.

The expectation is that by Year 4 the children will be competent enough with letter string joins to copy texts accurately in a cursive style and apply this knowledge throughout the curriculum not just in handwriting practice.

Teachers will also use the National Literacy Strategy Framework guidelines for handwriting, in conjunction with the spelling and word level work to inform their planning of handwriting session

A variety of teaching strategies will be used in class:

- Teacher demonstration of letter and pattern formations
- Introduction of each letter pattern with handwriting, then work on spelling words with that pattern with words being generated by the children themselves where applicable
- Practice and consolidation of each letter pattern through follow-up activities
- Provision of pre-writing activities to promote pencil control
- Teach pencil grip that is firm but relaxed
- Ensure correct posture for writing
- Ensure correct letter formation at all times, and help each child to develop a legible style that exhibits regularity of size and shape of letters as well as fluency in the joins between letters.
- Teachers will give careful attention to the different needs of left-handed children, seating them on the left-hand side of desks, with their paper angled slightly to the right.

- Teachers will encourage children to discuss the quality of their own handwriting and to point out for themselves where improvements can be made
- Teach children when to use a clear neat hand for presented work, and more informal writing for drafting or rough work.
- Teachers will ensure the skills acquired through the scheme are transferred to other classroom writing activities, and that the children are aware of the importance of legible handwriting in the other subjects

### **Resourcing:**

- Copies of 'A Hand for Spelling' Charles Cripps are provided for use by all teachers
- Teachers will provide a variety of writing materials, including lined paper, lined exercise books, plain paper and line guides
- Larger 'Hand Hugger' pencils are available for use in Key Stage 1 and pencil grips can also be used

### **Pens**

When children have achieved a good standard of cursive writing in pencil they will be rewarded with a "pen licence". This usually happens in Year 2.

Learners should use a handwriting pen for all lessons except numeracy where pencil should always be used. Berol handwriting pens and V-pens can be purchased from the school office or the Business Ventures page on the website; alternatively other brands of handwriting and fountain pens can be used and must contain blue or black ink. Biro's are not to be used because they do not promote good handwriting development.

### **Record Keeping and Assessment:**

- Teachers monitor individual progress through marking which should show evidence of intervention
- As part of the half-termly writing assessments, targets should include action points for handwriting

### **Display:**

- We aim to reflect children's handwriting efforts in classroom display work
- On adult-produced labels and displays, we aim to reflect the correct handwriting formation