



Handwriting Policy

January 2024

Aims

The St. Anne's CofE Primary School Handwriting Policy aims to have a consistent, cursive approach to handwriting across the school to ensure high levels of presentation.

By the end of Key Stage 2, pupils are expected to maintain legibility in joined handwriting when writing at speed (Teacher Assessment Framework).

Effective teaching of handwriting can only be achieved through modelling. Teachers must demonstrate letter formation and joins daily and children must practise by carefully copying and repeating

Pupils at St. Anne's should develop pre-cursive handwriting in Key Stage 1, and continuous, cursive handwriting in Key Stage 2.

The Continuous Cursive Script

As recommended by the British Dyslexia Association, Pupils will adopt a continuous cursive style of writing. By the time they are in Key Stage 2. Its most important feature is that each letter is formed without taking the pencil off the paper. Consequently, each word is formed in one, flowing movement. Letter formation, found at the back of this policy, should be displayed, and may be stuck into work books.

The key advantages of this script:

- By making each letter in one movement, children's hands develop a physical memory of it, making it easier to produce the correct shape;
- The starting and finishing points for all continuous cursive letters are easier to remember (they all start on the line and, other than a few exceptions (i.e. o, r) all finish on the line)
- As letters and words flow from left to right, children are less likely to reverse letters which are typically difficult (i.e. b/d, p/q)
- There is a clear distinction between capital letters and lower case;
- The transition to joined writing is simple and occurs sooner, allowing children to concentrate on the composition of the writing, rather than thinking how to form the letters.
- Words written in one set of movement, without the pen being taken off the paper, helps the motor memory store spellings.
- The continuous flow of writing ultimately improves speed and spelling.

Pen Hold

Pupils should be taught the dynamic, tripod grasp.



Progression in Handwriting

Reception

Children in Reception are taught print (non-cursive) script in line with the Floppy's Phonics scheme.

KS1

Children in Key Stage 1 are taught the pre-cursive script to prepare them for joining their handwriting by the end of Year 2. Children in Year 2 are given the opportunity to earn pen licences for continuous, cursive handwriting. Handwriting is taught daily for up to 15 minutes, including explicit teacher modelling.

KS2

Children in Key Stage 2 are taught continuous, cursive, joined handwriting daily for up to 15 minutes. The teaching of handwriting is linked to statutory spelling words., whereas pupils in Years 5 and 6 should use pens.

Pen Licences

Pupils in EYFS and Key Stage1 use pencils for handwriting in all subjects. Pupils in KS2 may use pens (once they have been awarded pen licences) for writing in all subjects. Pencils should be used for maths and as drawing, e.g. underlining (with a ruler), illustrations or diagrams.

Pupils in Key Stage 2 are given the opportunity to earn pen licenses for continuous, cursive handwriting. The English subject leader will approve pen licenses following class teacher recommendations.

The criteria for a pen license is as follows:

- Consistently joined handwriting using continuous cursive script
- Consistent letter sizing for lettering of different heights
- Using the margin
- Writing on the line.

Where there is one area for improvement, a pen license may be awarded according to the discretion of the English subject leader.

These awards will last for the duration of KS2. Where the quality of handwriting either deteriorates or does not keep up with age-related expectations, a pen license may be suspended according to the discretion of the English subject leader or class teacher.

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