

Ewanrigg Junior School



Handwriting procedure

Aim:

- To use a well-formed, cursive style of handwriting.
- To raise attainment for all pupils in handwriting through a consistent approach to the teaching of handwriting throughout the school.
- That we are consistent in the way in which we join letters i.e. it must be remembered that some letters **never** join:
 - * All capital letters
- That teachers and support staff use all opportunities to model the agreed cursive style of handwriting when writing on the board or marking work.

Organisation

In Ewanrigg Junior School the children have the opportunity to practise handwriting a minimum of 2 x 15 minutes per week. This is through the explicit teaching of letter formation and joins. Some children will not require intense practise if they have already achieved a fluent style and are in the pen club. However, if a child fails to maintain a high standard then they will have their pen removed and need to earn it back. Fluent writers can support struggling writers during this time.

Handwriting will be based on: letter formation and joins leading up to year group/ability words or words which are frequently spelled incorrectly.

Homework- children who are not in pen club will receive 1 piece of handwriting homework per week.

Children who require further guidance and practice may receive small group intervention in the afternoon.

Common Approaches

We aim for all children to be using a pen going into Year 6. The children will then write in blue pen.

Most children in KS2 will practise their letter formation when copying their spelling lists.

Materials

Pens/Pencils

Pencils are provided by the school.

Handwriting pens will be available from school or may be provided from home.

Paper

In Ewanrigg Junior School some children use handwriting books with specific handwriting paper, other children practise their handwriting on normal lined paper or in books, so that the transition from handwriting practice to writing in other curricular areas is easier.

Pen Grip

The pen or pencil should be gripped comfortably between forefinger and thumb with the second finger below to steady it.

Guidance for Left-handers

Special rules apply for left-handers. They should sit on the left-hand side of double desks or tables. They must be able to rest their left forearms on the edge of the desk. The book or paper must slope in line with the left forearm. As writing is completed down the page, the paper must be moved away from the body in the same line. The aim is to keep the left arm in much the same position at all times to avoid the elbow being cramped by the chest. Moving the paper away from the body prevents writing becoming cramped at the foot of the page. The right hand must be used to control the movement of the page. The left hand should end up below the line of writing to avoid smudging and to give a clear view of what is being written. Children should be discouraged from hooking their left hand above the line of writing to avoid smudging.

Guidance for Right-handers

Right-handers do not face the same problems as left-handers, but many children will find it helpful to slope the paper slightly and to move it away from the body as the page is completed.

Checklist for Teachers

If a child's handwriting is to develop into a pleasing and consistent style, it is helpful to examine each piece of writing in the light of the following criteria:

1. Shape
Are all letters properly formed and clear?
2. Joining
Are as many letters as possible joined consistently?
3. Evenness
Are letters of a consistent and reasonable size? Capitals can be too big, tall letters too tall, small letters too small.
4. Floating and Sinking
Do letters sit on the line? Words sometimes float above or sink below the writing line. This happens because the writing hand is not moving steadily across the page.
5. Particular Letters
Which letters are really well formed? Which ones need careful practise?