

## Braeburn Primary and Nursery Academy Handwriting and Presentation Policy

Formal handwriting is taught through use of the Letter-Join scheme.  
This covers all the requirements of the National Curriculum.

### Aim:

- We aim for our pupils to develop a neat, legible handwriting style using continuous cursive letters that leads to producing letters and words automatically in independent writing.
- We aim for our pupils to write fluently at speed making handwriting an automatic process that does not interfere with creative thinking.
- We encourage parents and carers to use the Letter-join resources at home with the log-in details that they have been given.

### Organisational Structure of Our Handwriting Scheme

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting is to be carried out regularly and systematically to ensure Key Stage targets are met.

#### EYFS:

- For our youngest pupils we teach handwriting on a daily basis through provision areas. This includes:
  - Movements to enhance gross motor skills such as air-writing, pattern making, dancing;
  - Exercises to develop fine motor skills such as making marks on paper, whiteboards, blackboards, sand trays, iPads and tablets;
  - Letter learning to familiarise letter shapes, formation and vocabulary.
- Additionally, in Reception children are taught through "Squiggle While You Wiggle" building up to discrete handwriting four times a week for 10 minute sessions.

#### KS1:

- In KS1, children participate in:
  - Gross and fine motor skills exercises;
  - Cursive handwriting reinforcement, learning and practice;
  - Numerals, capitals and printed letters: where and when to use, learning and practice.
- Year 1 pupils are taught discrete handwriting for 15 minutes four times a week. This is in addition to their handwriting activities planned into their provision areas.
- Year 2 pupils are taught through discrete handwriting lessons four times a week for 15 minutes.

#### KS2:

- Throughout KS2, more advanced handwriting techniques will be taught including:
  - Cursive handwriting re-enforcement;
  - Form-filling/labelling using printed and capital letters;
  - Dictation exercises to teach the need for quick notes and speedy handwriting writing.
- Year 3 pupils are taught discrete handwriting for 15 minutes four times a week.
- Year 4 and 5 pupils are taught through discrete handwriting lessons three times a week for 15 minutes.
- Year 6 pupils are taught through discrete 15 minute sessions twice a week.

#### Pen Licence:

- Children in KS2 work towards attaining a pen licence.
- A pen licence is awarded when a child is applying consistently neat, legible and joined handwriting across the curriculum.
- Children with pen licences should be celebrated in class. They may be celebrated on the assembly slides or review of the week slides.
- To re-launch handwriting each year, children will aim for a new pen licence when they transition into their new classes.
- If handwriting quality changes, the licence can be withdrawn until the child returns to using their best handwriting.

## Early Years Foundation Stage:

Curriculum guidance for the EYFS identifies the knowledge, skills, understanding and attitude children need to acquire in order to attain the Early Learning Goals for handwriting. The guidance states that children should be able to use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed.

## KS1:

The National Curriculum programme of study for KS1 handwriting and presentation states, that in order to develop a legible style, pupils should be taught to:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- use spacing between words that reflects the size of the letters.

## KS2:

The National Curriculum programme of study for KS2 handwriting and presentation states that pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting [for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch].
- write legibly, fluently and with increasing speed by:
  - choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
  - choosing the writing implement that is best suited for a task.

## Assessment:

Formal assessment of handwriting is made against National Curriculum level descriptors within writing moderation.

Staff will assess children's handwriting continuously within discrete sessions and will use AFL to keep fluid groups and ensure children continue to make progress. Additionally, staff will monitor handwriting across the curriculum and reinforce expectations through the Feedback and Marking Policy.

Reviewed and agreed by staff:

### Addendum March 2021

In response to COVID-19, our focus is on handwriting and back-to-basics of letter formation. The handwriting expectations have been adapted to:

- provide children with more opportunities to practise their handwriting.
- ensure handwriting is modelled for all pupils.
- support children, using the recovery programme, to get back on track.

### Reviewed November 2021

Handwriting will return to following the outline in the policy. Children who are secure will access handwriting practise independently, whilst children needing adult modelling will be the teacher or assistant teacher's focus group.