

Policy Statement - Spring 2008 (Review Autumn 2010)

Netherfield Infant School and Nursery

Handwriting

Aims

- To develop clear legible writing
- To develop correct letter formation to encourage fluency
- To encourage consistent size and spacing of letters
- To develop correct use of upper and lower case letters
- To encourage correct posture and pencil grip
- To promote correct positioning on page

Objectives

- To discuss with the children the purpose of writing and why good presentation is important
- To provide a good example in writing round the room and in teachers writing
- To provide good quality pencils and materials for the children to use
- To practice skills appropriate to the age and ability of the children
- To assess children's handwriting regularly so that appropriate tasks can be set

In foundation, children use physical strategies to develop their letter formation such as sky writing, writing on each other's backs, writing in the sand and using chalk on the playground. Wherever possible an integral approach is taken to encourage and model the correct letter formation. Throughout the school letter formation is practiced as a separate skill, and spaces are encouraged between letters and words. Sometimes a child will be asked to practice one or two letters that a teacher has identified as being formed incorrectly, at the bottom of a piece of writing. As pencil control develops we encourage well defined ascenders and descenders; also consistency in letter size.

Marking

Lined paper will be used when the teacher judges it is both appropriate and helpful to the child. Letters will be joined when a child has produced high quality handwriting consistently over a period of time.

Handwriting and Presentation

- Letters to have up -flick ready for joining up.
- Letters to be practiced in tandem with the phonics programme of work through letters and sounds.
- Make a point of identifying tall letters, small letters and letters with 'tails' under the line.
- Corrections — starting in right place
correct orientation
correct direction
ascenders and descenders clear
up-flicks where appropriate
reasonable size, fairly uniform
- Use lines for handwriting practice, when appropriate (differentiated to needs and ability). making it easier for ascenders and descenders to be clear.
- No rubbers.
- Children to put either one line through a mistake, or across next to it.
- Pencil sharpeners easily available.
- Children who are consistently untidy or careless to be asked to re-do selected pieces of work, and to be told why.
- Handwriting planned as a discrete lesson.
- Joined up handwriting to be introduced to child as and when appropriate.