



## Ayios Nikolaos Handwriting Policy

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Date of Next Review: September 2021

**Head Teacher: Mrs Sarah Baillie**

**SGC Chair: Lt Col S Clifford**

### Introduction:

At Ayios Nikolaos Primary School we believe that the way children present their work is important in order to promote pride in their achievements.

We recognise that by developing a neat, legible and fluent handwriting style, children will be able to cope with the demands of their work and apply themselves confidently to increasingly complex written tasks as they progress through the school.

### What the School Aims Say:

- To value and encourage every member of our learning community to achieve their goals and be the best they can be.
- To share and celebrate all personal successes achieved inside and outside of school.

### Aims for Handwriting:

*To encourage the children:*

- to develop an effective pencil grip
- to develop a handwriting style that is well executed and attractively presented
- to develop accurately formed letters which are correctly orientated and of a consistent size
- to develop a legible, fluent, cursive style that, where appropriate, can be adapted to a range of skills

### Principles for the Teaching of Handwriting:

Regular handwriting sessions will take place for all pupils in school. This work will be completed in standard lined books. (Distance between lines will vary depending on age group and skill)

*In Foundation Stage, pupils should be taught:*

- to mark make and engage in pre-writing activities before starting to make individual letters
- how to hold a pencil. For pupils who demonstrate difficulty in holding a pencil correctly, teachers may introduce triangular pencils or pencil grippers to encourage a better grip
- correct formation of individual letters.

*In Year 1, pupils should be taught to:*

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these

*In Year 2, 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 un-joined
- 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

*In Lower KS2, 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 un-joined
- increase the legibility, consistency and quality of their handwriting (for example, by ensuring that the down strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch)

*In Upper KS2, pupils should be taught:*

- writing legibly, fluently and with increasing speed
- 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

*Across KS2 it is expected that pupils should:*

- write legibly in a fluent, cursive script
- use 'best' handwriting to present any written work

In KS1 and KS2, children should also know the importance of clear and neat presentation in order to communicate their meaning effectively.

### **Handwriting Style:**

It has been proven that there is a close link between spelling and handwriting. Therefore, the letter formation and style of handwriting taught at Ayios Nikolaos is based on a continuous cursive script. From FS2, children develop their handwriting skills in a style which ensures continuity and progression based on regular and irregular letter patterns.

The cursive style of handwriting used at Ayios Nikolaos is 'Cursive 4' ([cursivewriting.org](http://cursivewriting.org)).

### **Use of Pens:**

Handwriting pens are awarded to children during their time in KS2. However, some children in Year 2 may be given the opportunity to use pen if appropriate.

A pupil, considered by the teacher to have achieved the following criteria for handwriting, will be awarded a handwriting pen. The individual must illustrate that he/she has:

- a comfortable and efficient pen / pencil grip
- consistently joined writing using correct cursive style in at least 6 pieces of writing across different areas of the curriculum
- practised using a pen with efficient results in handwriting practice

They will then use a writing pen in all subjects except Numeracy. In KS2, children will be provided with pens by the school to use in lessons.

All Year 6 children will use pen even though some still may be working towards achieving their pen licence.

All Year 5 children will use pen from the second half of the summer term even though some of them may still be working towards achieving their pen licence.

### **Children Entering Ayios Nikolaos Primary School:**

Children who arrive from another school who have been taught a style of handwriting which is different from ours, are encouraged to continue to use and improve their own style. If, however, children entering the school use a poor handwriting style, for example, not joining letters or forming letters incorrectly, these children should be taught and adopt the school's handwriting style.

### **Print in School:**

Displays and labels around school will reflect a wide range of different styles of writing. This will be in both computer-generated and hand-written form.

All staff will use the school's adopted style of cursive script in their own writing, particularly when marking pupils' work and modelling writing.

### **Right Handed Children:**

- children should sit comfortably on their seat, with both feet on the floor
- children should use a firm, but comfortable grip
- light, wherever possible, should be directed over the right shoulder
- paper should be angled to the left

### **Left Handed Children**

- children should sit comfortably on their seat but should use a higher seat than a right-handed child.
- children should use a firm but comfortable grip.
- the thumb and finger should grip the pencil/pen at a higher point in order to see the nib.
- light, wherever possible, should be directed over the left shoulder.
- paper should be angled to the right.