

WILLERSEY CHURCH of ENGLAND PRIMARY SCHOOL

HANDWRITING POLICY

1. Rationale

At Willersey Church of England Primary School, we teach handwriting as part of our literacy work and also as a discreet subject. Children are taught to form their letters and numbers correctly, to write neatly and legibly and to take a pride in the appearance of their finished work. Teachers model neat, joined writing script when marking pupil's work and recognise the importance of well presented work through the school rewards system.

2. Stages to developing a neat, joined style of handwriting

- 2.1 In reception and year 1, children are taught to form letters and numbers in various media (for example, sand, shaving foam, with their finger in the air) and on paper. Importance is given to the starting point for each letter and figure.
- 2.2 When children are confidently forming single letters (usually in year 1 or 2) they are shown how to form cursive letters with a lead in and out, and then how to join letters together. Importance is given to the relative heights of letters and their positioning on a line (real or imaginary).
- 2.3 This work continues in years 3 and 4, where children are expected to use a joined script for all subjects. Children continue to work in pencil until a pen licence has been gained (see below). Children are still taught to use the agreed style.
- 2.4 In years 5 and 6, handwriting is not specifically taught, but neat joined-up writing and a fluent script are encouraged through regular practice. Children are encouraged to develop their own style of handwriting which may include loops or a slant, providing that the style is neat and legible.

3. Pen or Pencil?

- 3.1 All children in Key Stage 1 write in pencil for all work.
- 3.2 In years 3 and 4, children are assessed for a "Pen Licence". When the teacher decides that a child's work is neat, joined and legible in pencil, they will be considered for a pen licence. This is a special certificate stating that the child has reached the standard required for writing in pen. A pen is also awarded to the child. Once a pen licence has been awarded, a child may use pen for handwritten work in all subjects, but is expected to maintain a minimum standard of neatness. Exceptionally, pen licences may be revoked until a child's handwriting improves.
- 3.3 Maths in Key Stage 2 is also completed in pencil. However, during year 5 or 6, some children may achieve a Maths Pen Licence, allowing them to complete their maths work in pen. In other subjects, such as science, geography and DT, graphs, charts, tables and illustrations are completed in pencil.
- 3.4 At Willersey Church of England Primary School, we encourage children to use suitable pens. Roller ball and fibre-tipped pens are acceptable, providing the finished result is neat, smoothly joined and legible. The use of biro is discouraged. Children may use the pen awarded to them with their pen licence.

4. Presentation

- 4.1 All work is to be dated. "Long" or "short" dates are acceptable (e.g. Thursday 9th September 2017 or 9.9.17).
- 4.2 All titles are to be underlined using a ruler. School bevelled rulers are provided for this purpose. Underlining may be in pen (for licence holders) or pencil.
- 4.3 Mistakes in pencil may be neatly corrected using an eraser. Mistakes in ink should generally be corrected with a neat, single line. Correction fluid (such as Tippex) is not permitted in school.
- 4.4 Charts, tables, graphs and illustrations are to be completed in pencil and pencil crayon. Felt pens are not acceptable for work in exercise books, although exceptionally they may be suitable for work for display or specific art / DT work.
- 4.5 Wherever possible, work is completed directly into exercise books. Where a worksheet is used, it is to be trimmed and carefully stuck into an exercise book or carefully stored in a suitable folder. Children are encouraged to take pride in the appearance of all their work, and to care for it appropriately.

5. Encouraging neat presentation

- 5.1 Teachers recognise neat work and well-formed handwriting through their classroom rewards system (verbal and written praise, showing another teacher/adult, stickers)
- 5.2 Targets for literacy may include a handwriting target, to which a child will refer frequently.
- 5.3 Governors will award a termly prize for the child in each class who has made a real effort with their handwriting. The teachers will decide which child in each class merits the prize each term.

This policy was agreed by staff and governors in October 2017

This policy will be reviewed in March 2018, in line with the School Improvement Plan