

Long Lawford Primary School

Handwriting Policy

1. Introduction :

- 1.1 This policy outlines the purpose, nature and management of handwriting at Long Lawford Primary School.
- 1.2 The school policy for handwriting reflects the consensus of opinion of the whole teaching staff.
- 1.3 The implementation of this policy is the responsibility of the whole teaching staff.

2. The aims of the School :

- 2.1 The school aims for all the children to produce neat, legible handwriting with correctly formed letters.

3. Implementation.

- 3.1 Children will learn to write using the cursive style.
- 3.2 At Key Stage 1, all children will use pencils in their books and will practise handwriting in line with the literacy framework, through group activities throughout the week.
- 3.3 At Key Stage 2, children will use a pencil until they ‘earn’ the privilege of using a pen through producing consistently neat and well formed handwriting. By the second term of Y4 we will be expecting most children to be able to adopt the use of a pen (preferably a rollerball type)
- 3.4 Joined handwriting - children will be taught to join their letters when the formation of their letters shows they are ready to begin to use cursive writing. This will normally be from the second term of Year 2 and onwards but some Pupils will begin to use cursive writing earlier. By Y4 children will be expected to use joined writing for all their writing. An exception to this would be where print would be more appropriate e.g. labelling.
- 3.5 When marking children's work, teachers will adopt the style in which the children are being taught to write when writing comments in books. This also applies to teacher's writing on the blackboard .
- 3.6 Display writing throughout the school will include print, the taught handwriting style and computer generated text .

4 . Assessment, Recording and Reporting .

4.1 Assessment will be carried out by the class teacher on a regular basis through marking handwriting and writing tasks. A child's achievement will be recorded in the literacy records which will be passed on to the next teacher at each year end .

5. Equal Opportunities .

Refer to relevant policy.

6. S.E.N. Provision .

Refer to relevant policy

Policy Date:Autumn Term 2004

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