

Blessed Sacrament Catholic Primary School



Handwriting and Presentation Policy 2016

“Aim high – live life to the full”

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Signed Chair of Governors	<i>J. Mulvoy</i>
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Blessed Sacrament Catholic Primary School Handwriting and Presentation Policy

RATIONALE

From the earliest mark-making, children are showing an understanding that messages can be recorded. As they realise that print carries a constant message, they recognise the need for more conventional forms of handwriting, which other people can read. At our school, we aim to promote handwriting, which develops from a joined style to an individual writing style, which is neat and legible. Handwriting should demonstrate knowledge of lower and upper case letter formation, size and spacing.

AIMS

For every child, Blessed Sacrament aims to:

- Practise their handwriting on a weekly basis using the agreed handwriting style (See Appendix)
- Form their letters correctly
- Use upper and lower case letters appropriately
- Recognise and use descenders and ascenders
- Begin to form letters in EYFS and continue to improve this in year 1. From year 2 begin to use a joined style and develop this throughout key stage two.
- Use a comfortable and correct pencil grip by the end of year 1
- To use a pen when a legible, joined style is used consistently from Year 4
- Develop speed and accuracy whilst maintaining legibility

OBJECTIVES

Children should:

- Be able to hold a pencil and pen with a correct and comfortable grip
- Write neatly and fluently
- Develop their own writing style by the end of year 6
- Take care with their presentation
- Take pride in their work

TEACHING STRATEGIES

The teaching of handwriting and the strategies used by the teachers in each year group varies as the children progress through the school.

The following is in accordance with Blessed Sacrament's Handwriting script.

EYFS

- Children will be taught to form their letters and numbers correctly.
- Children will learn to hold a pencil / pen correctly and comfortably.
- Children will be given a pencil grip if required.

KEY STAGE 1

- In Years 1 children will reinforce their use of RWI letter formation.
- Year 2 will be taught to use 'entrance and exit strokes' in accordance with Blessed Sacrament's handwriting script.
- Each class, from year 2 -6 will have at least one weekly handwriting session. Teachers can have more sessions if required (this will vary depending on the needs of the children).
- Children will be given a pencil grip if required.
- Children will progress to joining letters when they are ready to do so.
- Children will receive a pen in Key Stage 1 at the teacher's discretion, if they are already demonstrating a joined, confident handwriting style that is clear, legible and fluent.

KEY STAGE 2

- From Years 3 to 4, children will progress to joined handwriting. All children should be joining by the end of year 4.
- Those children who are not yet ready should continue practising their joined style of handwriting until necessary.
- Once children have mastered their handwriting script in years 5 and 6, they can individualise their joined handwriting as long as they are all using a clear, concise and cursive script.
- Children will receive a pen when they can demonstrate a joined, confident handwriting style that is clear, legible and fluent.
- Blue ball point pens will be used.

Presentation

Children will:

- Write the full date in English lessons and the short 'number' date in other lessons i.e. Monday 5th January and 05.01.15
- The date will be on the first line on the left side of the page.
- Children will write the LO on the third line.

Displays

Teachers must model the Blessed Sacrament handwriting script at all times, especially when marking. Books, trays, classroom displays etc. should be labelled using the correct script when possible. If teachers wish to print off or use electronic display material, this must be close to the correct handwriting script wherever possible.