



BASSINGBOURN COMMUNITY PRIMARY SCHOOL

POLICY FOR HANDWRITING

This policy was ratified on:	January 2017
Implemented on:	January 2017
Review date:	January 2020
Signed by the Headteacher:	R Schofield / S Brown
Signed by the Chair of Governors	L Maynard

Introduction

At Bassingbourn Community Primary School we are committed to enable all pupils to achieve a high standard of handwriting and presentation of written work through the effective and efficient pen control, good concentration, mark making and fluent writing that starts with a lead in (cursive style). To achieve 'Working At Greater Depth Within the Expected Standard' for writing at Year 2 pupils must be 'using the diagonal and horizontal strokes needed to join letters in most of their writing.'

Handwriting Rules

- Each lower case letter starts with an entry / lead in stroke (a flick or a bar) once the initial letter shape has been learned.
- Letters which finish at the top join horizontally.
- Letters which finish at the bottom join diagonally.
- All down strokes are straight and parallel.
- All rounded letters are closed.
- The horizontal cross line of the letter 't' should be the same height as the lower case letters.
- All similar letters are the same height.
- Each letter should be written in one flowing movement (except for dots and crosses).
- Each word should be written in one flowing movement, returning to dot and cross once the word has been written except words containing the letter 'x' which is not joined to the succeeding letter.
- Letters within a word should be evenly spaced.
- The body of the letter sits on the line when lines are used.
- Descenders, with the exception of 'f' in Reception, will be looped.

Letters and joins will be learnt through the phonics and through focused handwriting lessons:

- In EYFS / KS1 this will follow the phonics phases and practice of high frequency words.
- In KS2 this will be linked to set spellings and 'Write to Success' work during the Autumn term.

Children in Upper Key Stage 2 who already have a fluent handwriting style will not be forced to adopt the school's pre-cursive style.

Writing Tools

Emphasis throughout the school is placed on the use of good quality pencils or school recommended handwriting pens. These assist with the flow of the writing. Children should be encouraged to take care of materials and tools.

A variety of tools are used to develop pre-handwriting skills. The progression in handwriting tools will be as follows:

- Triangular shaped chunky pencils and pencil grips (depending on a child's needs)
- Smaller 'regular' pencils, with a pencil grip if needed. There are various styles for children to try.
- School recommended handwriting pen with blue ink, for those children who have earned their handwriting 'pen licence' (certificate and the right to use a pen in written literacy / topic work).

Writing Books

Foundation Stage	- A4 blank page, progressing to A4 half blank / half lined page
Y1/2	- Yr 1: 15mm half blank / half lined A4 writing books (and topic books) R20mm/B6mm handwriting books - Yr 2: 15mm full lined A4 writing books (some to progress to 10mm) R15mm / B4mm handwriting books (as below)
Y3/4	- 8mm fully ruled A4, yellow writing books (and topic books) - R15mm / B4mm handwriting books (203mm x 165mm, buff) (Write to Success & Spelling Books)
Y5/6	- 8mm fully ruled A4, yellow writing books (and topic books) - R15mm / B4mm handwriting books (203mm x 165mm, buff) (Write to Success & Spelling Books) SEND children will work in books suitable to their needs.

TAs and teachers will be expected to use this style of handwriting in their own work when modelling spelling. Writing that children copy e.g. L.O. should adopt this style. At all other times teacher's handwriting must be legible and clear. Teachers and TAs will not be required to use this handwriting when writing notes to colleagues. These fonts will be used to produce materials such as classroom labels, displays, spelling lists, worksheets that are used by the children. Calibri will continue to be the school font for communication to parents.

Parental Advice and Instruction

Posters will be displayed in classrooms to remind children of the individual letter formation. From reception children will be taught the letter name, letter sound, letter shape and introduced to 'how we write the letter' including the lead-in.

Parents of Reception children will be given direction of how to form each letter or digraph through the phonics books that the children take home. Key Stage 1 handwriting / spelling books will contain the letter formation guide on the inside cover. All parents will be given guidance regularly through the Literacy Newsletters and it will be published on the website.

Examples of the different fonts

CCW Cursive Arrow 65

a b c d e f g h i j k l m
n o p q r s t u v w x y z

CCW Cursive Outline 65

a b c d e f g h i j k l m
n o p q r s t u v w x y z

CCW Cursive Solid Lined 6

a b c d e f g h i j k l m
n o p q r s t u v w x y z

CCW Cursive Writing 10

a b c d e f g h i j k l m
n o p q r s t u v w x y z

The quick, brown fox jumps over the
lazy dog.

How quickly daft jumping zebras vex.

Fully joined:

The quick, brown fox jumps over the lazy dog.

How quickly daft jumping zebras vex.

The fully joined font can only be accessed by using the 'JoinitC10' programme on the computer (a pencil icon on the desk top). This is a word document that joins the letters using a macro (therefore able to join letters such as 'o' from the bottom or the top depending on the lead in

letter). The text can be pasted into this programme or typed directly into it. Once joined (following the instructions on the screen), it can then be cut and pasted into most other programmes.