

# RED ROSE SCHOOL HANDWRITING POLICY

Updated: October 2017

Sec3 Chapter

7a

Pupils with Specific Learning Difficulties find cursive handwriting useful because the writing implement stays on the page for the majority of a word. Children must be able to write with ease, speed and legibility. Cursive handwriting teaches pupils to join letters and words as a series of flowing movements and patterns.

## AIMS

We aim for children to:

- Achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Develop flow and speed.
- Eventually produce the letters automatically and in their independent writing.
- A neat legible hand for finished, presented work.
- Print for labelling maps or diagrams
- Develop note taking skills

## Kath Balcombe - Handwriting for Windows

The School will use the Handwriting font accessed as shown in Annex A.

We will use loops below the line – less confusing for pupils with Sp.L.D.



## **PRINCIPLES**

In order to achieve these aims, the following principles are followed:

### **Teaching and Learning**

- Handwriting is taught regularly and systematically in groups or individually as appropriate.
- Patterns are used initially, by writing with a variety of tools and using multi-sensory methods, to help free flowing hand motions.
- Correct pencil hold and letter formation are taught from the beginning and handwriting is frequently linked with spelling. Pen or pencil grips 'grippys' are used to help children to hold their pencils correctly.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- Display writing throughout the school includes cursive writing and computer generated writing, using the Joinit computer program.

### **Provision for left handed children**

Many children with specific learning difficulties are left-handed. If sitting at the table, lefthanded children should sit on the left side of right-handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper, usually slightly to the left of centre of their body, and to have their fingers about 1.5cm from the point of their pencil.

### **Resources and Writing Materials**

- Children are given experience of a variety of writing tools. Handwriting pens, 'stylo' pen and pencils and pencils are used.
- Photocopiable masters (The Handwriting File and Handwriting for Windows generated worksheets).
- 'Grippys' where appropriate

### **How handwriting is taught throughout the school**

Individual letter formation is taught, modelled and practised in working towards the objectives listed below. Children learn to form individual letters appropriately and accurately first and then begin to join their handwriting.

Handwriting skills are taught regularly and systematically through the use of the Handwriting file and Handwriting for Windows generated worksheets.

Children are taught how to form both lower case and capital letters and how to join them. Different letter formations are then practiced and this is followed

by working with longer texts. Handwriting is taught regularly and can be linked to the **phonics or writing skills sessions** in literacy. The children are taught to:

- Write from left to right and from top to bottom.
- Start and finish letters correctly.
- Be consistent with the size and shape of letters and the spacing of letters and words.
- Have the correct pencil grip.
- Find a convenient position for their page.
- Have the correct posture and position.

## **ASSESSMENT**

Throughout their time at Red Rose, samples of childrens' writing are collected and filed.

## Handwriting for Windows (HFW)

All classes will use the same cursive script. To select the cursive script on class computers:

- Open the HFW program
- Click on 'conversion' tab
- Click on letter options
- Select:
  - Letter b: closed b-joins from bottom
  - Letter p: closed p
  - Loops on descenders: looped descenders
  - Letter f: f-no top loop
  - Letter k: plain k
  - Letter s: s with joins
  - Letter v: straight v
  - Letter w: straight w
  - Letter x: straight x
  - Letter z: straight z
  - Save as default (it will ask you to confirm – click yes)
  - If it opens the documents folder for you to enter a file name. I named it 'letter styles for HFW'
  - This will mean that you can load the saved options when you next open the program