



Faith, Family and Fascination

Handwriting and Presentation Policy

Boutcher C.E. Primary School

Reviewed by: Lorna Clifford

Last reviewed during: Autumn 2019

Next review due by: Autumn 2020

Boutcher C.E. Primary School Handwriting and Presentation Policy

Our Aims

We aim for our pupils to:

- Develop a legible style of handwriting
- Develop a consistency in the size and shape of letters
- Develop fluent and smooth flow and join of letters
- Develop their own handwriting style whilst forming letters and joins correctly
- Raise their self-motivation and esteem through the establishment of best handwriting practice
- Establish and maintain a high profile of handwriting and presentation skills in all subjects throughout the curriculum

Handwriting Scheme

In order to achieve these aims, we have chosen to use the 'Nelson Thornes' handwriting scheme.

Nelson Handwriting provides a clear, practical framework for implementing and developing a whole-school handwriting policy. Pupils are actively encouraged to explore different styles of handwriting and develop their own style whilst learning to form letters and joins accurately.

The scheme includes a Teacher's Book which contains full lesson plans and helpful advice on how to develop and assess handwriting skills. Each area has their own book which is to be shared between the classes.



Each stage has a 'Developing Skills' book. These provide full coverage of the technical aspects of writing including letter formation, basic joins, printing, speedwriting and slope, as well as links with phonics and spelling. Although these books are kept in the associated stage classroom, they are available for any child showing the need for a differentiated approach.



All computers and laptops have 'Nelson Handwriting' installed on them which can be accessed by all members of staff.

The programme features an exciting range of multi-media tools including action rhymes and warm-up activity videos, copy and trace practice, voice-overs and animations to help teachers to deliver engaging handwriting lessons.

- Teachers introduce a letter or join and pupils watch letter formation and then copy and trace the letters on the interactive whiteboard, starting at the correct point.
- Animations are accompanied by phonic letter sounds and audio patten in the lower levels.
- Reinforce correct movements of letter formations and joins with animated demonstrations and voiceovers.
- Pupils can take part in letter formation and letter join challenges against other pupils.
- Differentiated worksheets can be printed from the programme as a follow-up to the whole class activities.

Handwriting lessons

Handwriting is explicitly taught using Nelson in EYFS and KS1. We strive to provide handwriting sessions to practice accurate letter formation and during this time, children are taught letter forms and joins through purposeful guided practice. Children have the opportunity to rehearse the letter formation and joins using the interactive resources before continuing to practice on worksheets and in books. Teachers judge how long is needed to be spent on each handwriting unit and move children on only when they are ready. Good handwriting skills and neat presentation are continually reinforced in all work across the curriculum.

In Key Stage Two, children in Years Three and Four have weekly handwriting lessons and interventions are provided for children who need further support across the key stage, including during 'live marking' and feedback will pick up on handwriting errors.

Introducing Joins

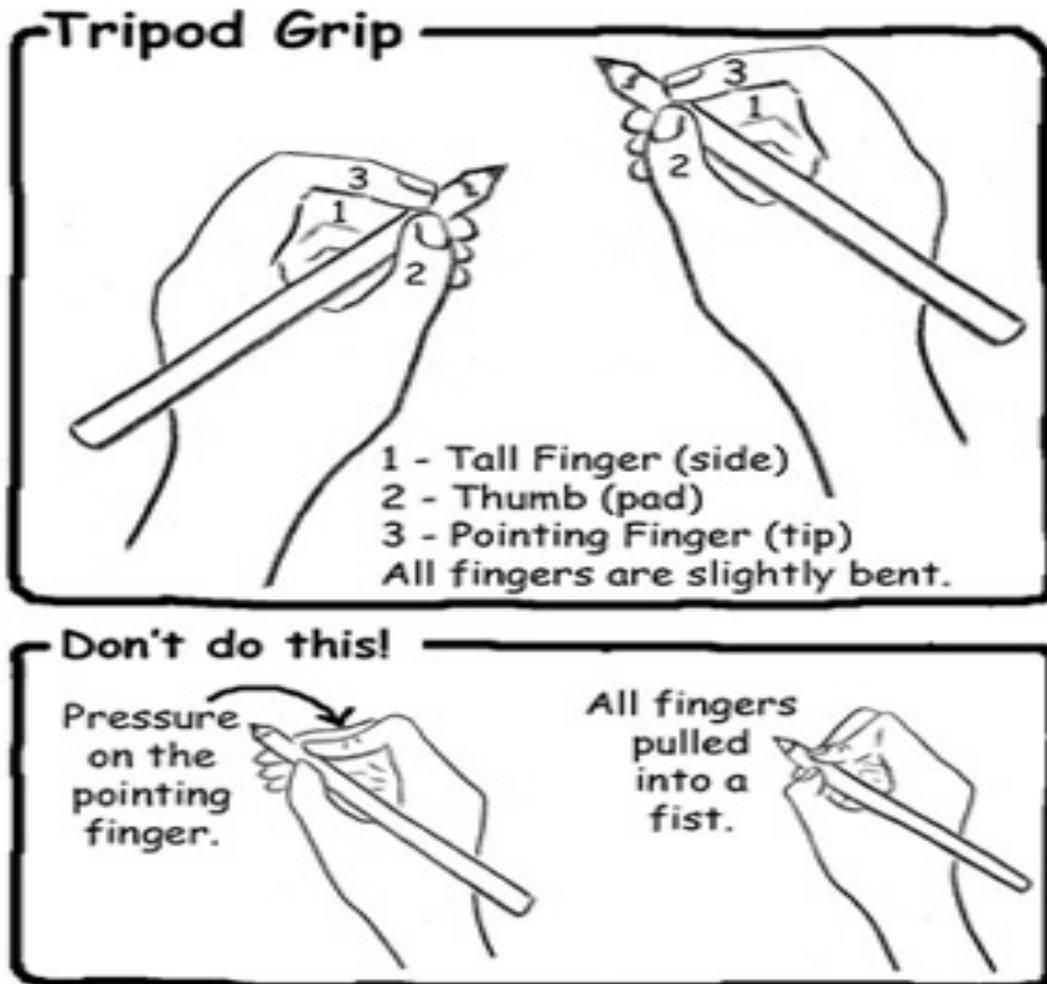
In Year Two, we introduce letter joins once letter formation is accurate, using the red level of Nelson in the order suggested. We highlight the importance of not joining capital letters and explicitly teach break letters (b, p, z, x, g, q y and j). Some children will not be ready to join and therefore will remain on the blue level of Nelson until the teacher sees evidence of them being ready to progress onto joins.

Tools

Children should use a good quality HB handwriting pencil. Teachers and children should ensure it is always sharp and is not too short. Pens may be introduced in Key Stage Two as the handwriting improves and as a motivation to earn the privilege.

Grip

Children should be taught and continually encouraged to hold their pencil using the tripod grip. Pencils should be held lightly between the thumb and forefinger about 3cm from the point. The middle finger provides additional support. Children should be sitting comfortably with both feet on the floor and use their non-writing hand to support their work.



Presentation Award

To encourage a pride in their work, we celebrate excellent presentation with a weekly presentation award given to one child in each class.

Pen Licence

In Key Stage Two, teachers may award a pen licence to children who maintain legible and fluent handwriting across all areas of the curriculum, including their homework.