



At Luckington School we believe that neat, well-formed handwriting and presentation of written work helps to raise standards, as the pupils take pride in and have a sense of ownership of their work. As a school we are adopting the fully cursive method of handwriting.

Aims

- To raise standards in writing across the school.
- To have a consistent approach across both Key Stage One and Two when teaching handwriting and presentation of work throughout the school.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.

Handwriting Guidance for Foundation Stage and Key Stage One

- In Foundation Stage pupils practise gross and fine motor skills regularly.
- In Foundation Stage children will learn how to hold a pencil and how to form basic letter shapes.
- Children begin fully cursive handwriting in Year One or as they are ready, by starting to join their letters.
- There are also exemplars of cursive letter formation and in both classrooms.
- Formal handwriting practice is undertaken at least twice a week.
- Handwriting practice is included in homework in conjunction with spelling.

Handwriting Guidance for Key Stage Two

The aim for children in Key Stage Two is to produce a fluent, consistently-formed style of fully cursive handwriting with equal spacing between the letters and words.

- Children will have handwriting sessions at least once a week using specialist handwriting books.
- Children in Class 2 will write with pencils until the class teacher assesses that they are joining competently and consistently. A handwriting certificate and pen will then be awarded.
- Children will use a pen to complete class work where appropriate.
- Pencils will be used in Numeracy or for drawing and completion of diagrams.
- All children in Key Stage Two will practise their letter formation when copying their weekly spellings.

Presentation Guidance

- All work must begin with the date. In literacy this must be written in the following way: Tuesday 10th April 2009. In all other subjects the short date can be written in the following format: 10.4.09. This may be done for pupils in Foundation Stage and Key Stage One at the teacher's discretion.
- The date should be written on the top line and underlined (not in the margin).
- The next line should be missed and the learning objective (WALT) or title should be written on the following line and underlined. Underlining should be completed with a ruler and a pencil.
- Children should write from the margin to the edge of the page.
- Work should be ruled off at the start of the following lesson, leaving the teacher room to comment on the work.
- Mistakes should be crossed out using a ruler line. In numeracy an eraser can be used at the teacher's discretion.
- In numeracy, when setting out calculations, pupils should write one digit per square and set calculations out neatly.
- Felt pens should never be used in exercise books.

Monitoring and Evaluation

This will be undertaken by the class teacher and will also be assessed as part of each term's literacy writing assessments.

Pupils may be asked to repeat work which does not follow these guidelines during their own time.

Materials

Pencils are provided by the school. In Key Stage Two handwriting pens will be available or may be provided from home. We do not allow the use of roller balls, biro or gel pens.

Special Educational Needs:

Pupils who have particular difficulties are supported in their handwriting and presentation through individual education plans, monitored by the class teacher and Special Needs coordinator. Thicker triangular pencils, pencil grips and wider lines will be used by children experiencing problems writing alongside other activities to develop their gross and fine motor skills.

Date: June 2009 To be reviewed: 2011