

GLENCORSE PRIMARY SCHOOL

'A small school building big dreams'

HANDWRITING POLICY

Handwriting is an important part of the writing process. We aim to develop in our pupils handwriting which is legible, flowing and effortless to produce and which will not hamper the train of thought.

From the beginning it is very important for the child to learn writing shapes and not print shapes, to ensure an easy flow and rhythm. Children should also begin by learning the letter shapes that they will maintain from P1 to P7, in order to allow both continuity and progression (see Appendix 1). Capital letters to be used throughout P1 – P7 are those in Appendix 2.

Methodology

Young children should be given many opportunities to engage in activities, such as plasticene modelling, peg boards and drawing, which will help to develop their fine motor skills. Correct pencil grasp should be taught and encouraged from the earliest years. When they have adequate control, children will be taught to form letters in appropriate groups. Class, group and individual lessons will be used where appropriate.

Recommended frequency: P1 – daily; P2/3 – 3 times per week.

In the middle school, a continuation of the structured approach using Nelson Handwriting will be used. Again, class, group and individual lessons where appropriate will be used.

Recommended frequency: twice per week.

In the upper school, children will continue to develop the structured approach where appropriate, but more importance will be given to the individual's own style and helping them to improve on manual fluency. Some children may, however, need to continue with formal handwriting practice.

Throughout the school there should be an awareness of the physical requirements of handwriting (posture, position, etc.) and the importance of presentation.

Organisation / Resources

All children should have a separate handwriting jotter and access to good quality implements.

Initially, handwriting will be taught using unlined paper. When children are learning to place ascenders and descenders in letter groups, lines may be necessary to aid understanding and positioning of letters in relation to one another.

When lined paper is being used to facilitate the development of a skill, children should also be given the opportunity to practise on unlined paper.

Left-Handed Children

Where possible, try not to have a right-handed child sitting on the left of a left-handed child.

Any children suffering specific writing difficulties may benefit from working with the learning support teacher on a one-to-one basis and trying to join letters by means of simple loops.

Points to Note

- Handwriting should be taught consistently throughout school
- Teachers' writing should set a good example
- Untidy writing may be due to genuine difficulty and appropriate support should be given
- Children in P6/7 should be given the opportunity to use pens

Assessment

Samples of pupils' handwriting should be retained twice per year and added to the pupil profile.

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