



HANDWRITING AND PRESENTATION POLICY

Approved on behalf of Governing Body:

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(Chair of Governors)

Approved on behalf of School:

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(Headteacher)

September 2020
Review September 2022

Nether Stowey Church of England Primary School inspires a love of learning in all of us, with Christian values at our heart.
Our school is a safe, caring, friendly environment where everyone is welcome.
We respect and value each other, our school, our community and the world we live in.

We are caring We are Active We are our best

At Nether Stowey CE VC Primary 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 use the Nelson Handwriting approach to teaching handwriting.

Aims

Pupils should be able to write legibly in both joined and printed styles with increasing fluency and speed by:

- Having correct pencil grip
- Forming all letters correctly – both upper and lower case
- Knowing the size and orientation of letters
- Achieve a neat, legible style with correctly formed letters in cursive handwriting
- Develop flow and speed, so that eventually they are able to produce the letters automatically and in their independent writing.

Teaching of Handwriting

At Nether Stowey School we use Nelson Handwriting to teach handwriting. Handwriting is taught at least 4 times a week through short, focused sessions that

last for approximately 15 minutes. Handwriting will be further embedded by teachers when they are carrying out the daily Phonics session, shared and modelled writing and SPAG sessions.

Children in KS1 will also use the Read Write Inc letter formation pictures and rhymes to help support with correct letter formation.

Coverage

Year 1	<p>Pupils should be taught to:</p> <ul style="list-style-type: none"> • sit correctly at a table, holding a pencil comfortably and correctly • form lower-case letters in the correct direction, starting and finishing in the right place • form capital letters • form digits 0-9 • understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) • leave spaces between words.
Year 2	<p>Pupils should be taught to:</p> <ul style="list-style-type: none"> • form lower-case letters of the correct size relative to one another • start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined • write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters • use spacing between words that reflects the size of the letters.
Years 3 and 4	<p>Pupils should be taught to:</p> <ul style="list-style-type: none"> • use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined • increase the legibility, consistency and quality of their handwriting (e.g. ensure downstrokes of letters are parallel and equidistant; lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch).
Years 5 and 6	<p>Pupils should be taught to:</p> <ul style="list-style-type: none"> • write legibly, fluently and with increasing speed by: <ul style="list-style-type: none"> o choosing which shape of a letter to use when given choices o deciding whether or not to join specific letters o choosing the writing implement that is best suited for a task.

Model and Progression

Nether Stowey School uses the Nelson Handwriting scheme with the following letter formation. All teachers and HLTA's have access to the online Nelson Handwriting programme.

Un-joined formation:



Letter Families:

Set 1

c a o d g q s f e

Set 2

i l t u j y

Set 3

r n m h k b p

Set 4

v w x z

The four joins:

1. To letters without ascenders
2. To letters with ascenders
3. Horizontal joins
4. Horizontal joins to letters with ascenders

Joining Groups:

Group 1 - a c d e h i k l m n s t u

(Thirteen letters with exit flicks plus s)

Group 2 - a c d e g i j m n o p q r s u v w x y

(Nineteen letters which start at the top of the x-height)

Group 3 - b f h k l t

(Six letters which start at the top of the ascender.)

Group 4 - f o r v w

(Five letters which finish at the top of the x-height.)

The break letters

b g j p q x y z (Eight letters after which no join is made. Joins are not made to or from the letter z)

The joins

	Group	→	Group	
The first join	1	→	2	in am
The second join	1	→	3	ab ch
The third join	4	→	2	oa wo
The fourth join	4	→	3	wh ob
The break letters				bigger

The joined style

The quick brown fox jumps over the lazy dog.

Getting ready to write

- Chair and table should be at a comfortable height
- Encourage children to sit up straight and not slouch
- Left hand should be used to steady the paper for right handers
- Tables free of clutter
- Room well lit
- The paper should be placed to the right, slightly tilted to the left

Left handers:

- Paper should be tilted to the right
- Right hand should be used to steady the paper
- Left handers may need to use a different pen to avoid smudging on the page
- Left handed pupils should sit to the left of their partners

Pencil grip:

- Children should write with a pencil (or pen in upper KS2). Pencils should be sharp.
- A tripod grip is the most efficient way of using a pencil and should be encouraged in early writing.