



## Handwriting Policy 2017/18

### Policy Aims

It is the aim of Ark Ayrton Primary Academy that every child should develop fluent, legible and personalised style of handwriting by the time they leave the Academy in Year Six. Capital and lower case letters should be formed appropriately and the letter size should be consistent. As an Academy, we fully acknowledge that handwriting is not a natural skill; rather it is a motor activity which needs to be taught explicitly through teachers modelling and children practising. Therefore, we will provide opportunities for all children to develop, practise and perfect the skills of handwriting. Alongside this, we will also provide targeted support to any child who has been identified as experiencing difficulties.

### Implementation

At Ark Ayrton, we teach the children cursive handwriting from Year One through to Year Six. In Reception we teach the children ball and stick and then gradually introduce cursive joins once letter formation is secure. Handwriting is taught explicitly in short, frequent sessions, whereby it is modelled by the teacher. In EYFS and KS1, it is linked to phonics, which help children to form 'muscle memory' of linking sounds to handwriting. KS2 children practice their handwriting in their class literacy book in order to reinforce the consistent high expectations of their handwriting: KS1 and EYFS practice in their Read, Write Inc books.

### Our expectations of the Children

All children should:

- Take pride in their work.
- Learn to write clearly recognisable letters and form them correctly. (EYFS)
- Know which letters join to others and which do not (KS1)
- Be able to join letters appropriately (KS1)
- Increase speed and fluency in order to develop a legible individual style (KS2)
- Demonstrate correct letter formation and joins as learnt across the curriculum (KS1 and KS2)

### Technical Terms

- The word **cursive** means joined
- The correct name for the joining bits between the letters is **ligatures**
- The technical name for a tail is a **flourish**
- The letters b, d, h, k and l are called **ascenders**. The top of the letter should go to nearly the top of the line
- The letter t is **not an ascender**. It is an unusual letter because it is three quarters tall in comparison to an ascender

- The letters g, j, p, q and y are called **descenders**. This is because the flourish that these letters have goes below the line
- Letters that join at the top join **horizontally**
- Letters that join at the bottom join **diagonally**
- **Capital letters** should be the same size as **ascenders**
- **Lower case letters** should all be the same size
- The letters f, g, y and z **loop** on the **descenders**

## Joins

The following letters are joined horizontally:

o, r, v and w

The following letters are joined diagonally:

a, b, c, d, e, f, g, h, i, j, k, l, m, n, p, q, s, t, u, y and z

The following letters loop

f, g, y and z

The only letter which does not join is an x

## Progression of handwriting skills across the Academy

In EYFS, handwriting outcomes will be:

- Children develop hand eye coordination, gross and fine motor skills needed to support handwriting
- Children use a range of tools to develop drawing lines and circles using gross motor skills. e.g. swirling ribbons, painting and peg work
- Children use a range of materials to develop fine motor skills. e.g. shaving foam, sponges, felt tips etc
- Children practice manipulative skills through play
- Children use a variety of tools and paper, both indoors and outdoors for the purpose of writing through role play and labelling their creations
- Children introduced to letters through the Read, Write Inc programme, which will be further embedded with the class teacher modelling writing in class literacy
- Children taught to form letters using a variety of strategies and materials

In Year One, handwriting outcomes will be:

- Children taught how to sit correctly at a table and pencil grip consolidated
- Children begin to form lower case letters in the correct direction by starting and finishing in the right place
- Children form capital letters
- Children able to form digits of 0-9

- Children to make links between letters which join to make sounds
- Children continue to build on EYFS letter formation and follow the Read, Write Inc programme to develop their handwriting skills

In Year Two, handwriting outcomes will be:

- Children form lower case letters of the correct size relative to one another
- Children start using some diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left not joined
- Children write capital letters and digits in the correct size, orientation and relationship to one another and to lower case letters
- Children use finger spacing between words

In Years Three and Four, handwriting outcomes will be:

- Children use diagonal and horizontal strokes to join letters
- Children’s handwriting will increase in legibility, consistency and quality
- Children produce writing that is spaced sufficiently and begin to develop their own style

In Years Five and Six, handwriting outcomes will be:

- Children write legibly, fluently and with increasing speed and personal style.
- Children choose which shape of a letter to use as part of their personal style.
- Children choose the writing implement that is best suited for a task.

## Teaching of joins

<b>Year Group</b>	<b>Joins taught or revised (in addition to any AFL identified by the teacher)</b>
Reception	Basic letter formation of all letters in the alphabets and digits.
Year One	a, b, d, e, f, g, h, i, j, k, l, m, n, o, p, r, s, t, u, v, w, x, y, z, sh, th, ng, nk, qu, ch, igh, ay, ee, ow, oo, ar, or, air, ir, ou and oy
Year Two	ff, ll, mm, nn, rr, ss, ve, ti, ph, le, mb, kn, wr, se, ce, bb, ck, ch, ge, dge, qu, pp, tt, wh, tch, ea, ee, igh, ow, are, air, ore, aw, ure, ire, oy, oi, ur, er, ir.
Year Three	Joining of the letters s – sh, as, es Joining of the letter r – ri, ru, ry, er, ir, ur Joining of the letter a – oa, ad, as, ha, ta, fa Joining of the letter e – ee, ea, ed, re, or, fe Joining of the letter o – ow, ov, ox, ou, od, oo, og, ot, ol, ok Joining of the letter y – ky, hy, ly Joining of the letter a – ha, ta, fa Joining of the letter u – fu, wu, vu
Year Four	ing, oc, od, oo, ake, ome, are, fla, flo, fle, who, wha, whe, ie, in, il, inly, ky, ny, ap, ar, an, ick, uck, ack, he, we, re, fte, fir, fin, wra, wri, ski, ew, ev, ex, th, ht, fl, ac, ag.
Year Five	Revise any joins identified as needing practice. Teach the children how to personalise their own handwriting style. Teach the children how to write at speed.

Year Six	Revise any joins identified as needing practice. Teach the children how to personalise their own handwriting style. Teach the children how to write at speed.
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## Pencil and pen licences

At Ark Ayrton, we believe in providing children with goals to work towards. Therefore in each Year group has a Bronze, Silver and Gold award stage that children need to achieve before they can receive their Ark Ayrton pencil or pen licence. These consist of child friendly 'I can' statements. The criteria for each Year group will be shared with parents when the children begin in September.

### Reception

#### Bronze

- I can draw lines and circles using a variety of materials
- I can write the first letter of my name
- I can give meaning to my marks

#### Silver

- I can hold my pencil in a tripod grip
- I can write most letters in my name
- I can form recognisable letters.

#### Gold

- I can form my letters correctly
- I am beginning to use capital letters

Once gold has been achieved, an Ark Ayrton Reception handwriting pencil licence will be granted.

### Year One

#### Bronze

- I can sit properly at a table for writing and my pencil grip is well established
- I can write the majority of the letters of the alphabet and digits 0-9 correctly

#### Silver

- I can join some letters based on what I am learning in Read, Write Inc
- I am beginning to start and finish in the correct place in the line when forming lower case letters

#### Gold

- I can consistently form capital and lower case letters

- I can consistently join the letters which form the sounds, based upon what I am learning in Read, Write Inc and apply this to my independent work

Once gold has been achieved, an Ark Ayrton Year One handwriting pencil licence will be granted.

## Year Two

### Bronze

- I usually use finger spaces in my writing
- Most of my letters are formed correctly
- I usually write capital letters correctly

### Silver

- I consistently use finger spacing in my writing
- I can join some letters through horizontal and diagonal strokes
- I can form capital letters correctly

### Gold

- My lower case and capital letters are consistently formed in the correct size and in relationship to one and other
- I consistently join the letters which I have been taught, through horizontal and diagonal strokes

Once gold has been achieved, an Ark Ayrton Year Two handwriting pen licence will be granted.

## Year Three

### Bronze

- I am beginning to use mostly horizontal and diagonal strokes to join letters
- Usually my handwriting is neat and finger spaces are consistently used

### Silver

- Most of my handwriting has uniform lower and upper case letters
- I am beginning to develop my own style of letter shapes

### Gold

- All of my handwriting consistently uses upper and lower case letters which are formed correctly
- I am beginning to develop own style of letter shapes and consistently join these through horizontal and diagonal strokes

Once gold has been achieved, an Ark Ayrton Year Three handwriting pen licence will be granted.

## Year Four

### Bronze

- I am beginning to use horizontal and diagonal strokes to join letters
- Most of my handwriting is neat and legible, where all lower and upper case letters are uniform

### Silver

- Most of my handwriting is joined correctly and I am beginning to produce neat work
- My handwriting is consistently neat and legible and all of my lower case and upper case letters are formed properly and the correct size

### Gold

- My handwriting is consistently joined correctly and I produce legible handwriting which is of a good quality
- I am beginning to develop my own style of handwriting, where I choose how I want to join some letters

Once gold has been achieved, an Ark Ayrton Year Four handwriting pen licence will be granted.

## Year Five

### Bronze

- I am beginning to write legibly and ensure that my writing is joined
- I ensure that capital letters and lower case letters are the correct size and positioned accurately when I write

### Silver

- I am beginning to develop my own personal style of handwriting although it is not consistently uniform
- I am beginning to write at speed, however sometimes this hinders the neatness of my writing

### Gold

- I have my own personal style of handwriting, where I choose which shape of letter to use
- I can write fluently and neatly at speed in most pieces of work

Once gold has been achieved, an Ark Ayrton Year Five handwriting pen licence will be granted.

## Year Six

### Bronze

- I can write legibly and all of my lower case and capital letters are correctly formed
- I am beginning to develop my own personal style of handwriting

#### Silver

- I have my own personal style of handwriting, however it is not yet consistently uniform and neat
- I am beginning to write fluently and neatly at speed

#### Gold

- I have my own personal style of handwriting, which is consistently uniformed and neat
- I can write fluently and neatly at speed in all of my handwriting

Once gold has been achieved, an Ark Ayrton Year Six handwriting pen licence will be granted.