

Halfway Nursery Infant School



Handwriting Policy

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Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

HALFWAY NURSERY INFANT SCHOOL

Handwriting Policy

A. Children's work

1 Book covers should indicate:

- Child's full name
- Subject / Book Title e.g. Excite to Write
- All titles to be in cursive font in KS1 and pre cursive in EYFS
- Children should be encouraged to write in pre/cursive handwriting in books.
- Any worksheets / stickers will be produced using 'Handwriting for Windows' programme font.

2 Handwriting:

- All staff to teach from the Handwriting File scheme. See attached letter formation sheet.
- In EYFS, starting in F1, children will be taught pre cursive handwriting.
- In KS1, starting in Y1, children will be taught cursive handwriting.
- Teaching on handwriting will be aligned to the teaching of phonics within each class.
- From F2 onwards children should have regular, timetabled opportunities to practise handwriting.
- All children should write in pencil in their books.
- Children in all year groups should have regular opportunity to use other media and multi sensory approaches to practise handwriting e.g. chalks on the yard, mini whiteboards and pens, markers, paints, sand, foam etc.

3 Language used to teach handwriting:

- Children should be taught the words 'pre cursive' and 'cursive'
- Children should know how to use 'upper' and 'lower' case
- Children in KS1 should be able to use and distinguish 'ascenders' and 'descenders'
- Children should be taught 'to smile from the line and then smile out again' when handwriting is modelled and described.
- For ascenders children should be taught to 'climb the ladder and slide back down'
- For descenders children should be taught to 'dive into the sea and come back up for air'
- For curved letter shapes children should be taught to 'stroke the dog's head'
- This language will be used during any modelling of handwriting, by both teachers and TAs and during phonics sessions.

3 Marking:

- When giving written feedback staff are able to use printed handwriting, but should always use pre cursive or cursive handwriting when modelling any next steps for handwriting.

B. Teaching Boards (e.g. Whiteboards & Interactive Whiteboards)

1 Date:

- Written date and digital date given – digital date to use 00/00/0000 format
- Both dates right aligned and written in pre cursive or cursive handwriting

2 Title of work:

- Centred and underlined, written in pre cursive or cursive handwriting

3 Handwriting:

- Teacher should **model the appropriate pre/cursive handwriting style** whenever they are writing for the class unless this mitigates against children's ability to read the text

C. Display

- Displays should have clear titles and children's work should be named using pre/cursive fonts and handwriting
- Displays should state the skills that have been developed through the work and these should be written in pre/cursive handwriting.
- Communal displays in areas of the school will also use pre/cursive handwriting and fonts.
- Writing on learning walls should be in pre/cursive handwriting.
- All WAGOLLS and Enhancement speech bubbles should be written in pre/cursive handwriting.

D. Classroom Environment

- All coat peg labels will be written in pre/cursive handwriting/fonts.
- All name cards will be written in pre/cursive handwriting fonts.
- All drawer labels, including drawers for resources, will be written in pre/cursive handwriting/fonts.
- All pots/tubs will be labelled using pre/cursive handwriting/fonts.
- Classroom area signage will be written in pre/cursive handwriting/ fonts, including all communicate in print labelling.