



# Holy Trinity CE (VA) Primary School

Policy name: **Handwriting Policy**

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Governor committee: **n/a**

Approved by: **Headteacher**

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## **INTRODUCTION**

At Holy Trinity, we believe that having coherent, legible handwriting is a skill that all children should be equipped with.

We teach letter formation taken from Read Write Inc and we use their phrases to support the teaching of this (see **Appendix A**).

## **NURSERY**

In nursery, children work on developing fine motor skills and mark making.

Children are taught how to write their own names.

By the Summer Term, children start the Read Write Inc Programme and through this they begin to learn letter formation.

## **RECEPTION**

Children are taught handwriting as part of the Read Write Inc programme and they also have an additional daily practise session. Children are also taught correct number formation.

In the Summer Term, children who are ready to will use exercise books with lines in for handwriting to support the transition to Year 1. They will also start to use squared paper in maths for number formation.

## **YEAR 1**

Children have 10 minute handwriting lesson every day.

During the Autumn Term, number formation is consolidated through maths lessons.

## **YEAR 2**

Children have 3 x 10 minute handwriting lessons per week.

In Spring 2, children whose letter formation and relative size is consistent are introduced to joined up handwriting.

## **YEARS 3 & 4**

Children have 2 x 10 minute handwriting lessons per week.

## **YEARS 5 & 6**

The teaching of handwriting should no longer be necessary and so it is taught at teacher discretion and is dependent upon the needs of the cohort.

## **PEN LICENSES**

Children will learn to write using pencils. Once they have mastered handwriting, children are awarded a 'Pen Licence'. In order to receive a pen licence, children's handwriting should be:

- Fluent
- Legible
- Joined up
- All letters should be formed correctly
- The relative sizes of letters should be consistent

## **ADDITIONAL EXPECTATIONS**

All posters and friezes around school need to be consistent in the font they use so that they reflect the RWI letter formation.

No modelled writing in Foundation Stage or Key Stage 1 should be joined.

To ensure children sit for handwriting using the correct posture, we use the phrase: **"Feet Flat, Bottoms Back"**.

We teach children to use the 'tripod grip' when holding a pencil or pen. To remind children about the importance of pencil grip we say **"Perfect Pencil Grip"**. The action and phrase **"Snip, Snip, Snip, Flip"** helps children to find their perfect pencil grip.

When teaching letter formation on lines, we talk about Boat Letters, Water Letters and Sun Letters (see Appendix B).

We do not teach entry flicks only exit flicks.

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## APPENDIX A

### LETTER FORMATION AND PHRASES

The red dot indicates where to start with your pencil. |

<p>a</p>  <p>Around the apple and down the leaf.</p>	<p>b</p>  <p>Down the laces to the heel and around the toe.</p>	<p>c</p>  <p>Curly around the caterpillar.</p>	<p>d</p>  <p>Around the dinosaurs bottom, up his tall neck &amp; down to his toes.</p>	<p>e</p>  <p>Lift off the top and scoop out the egg.</p>	<p>f</p>  <p>Down the stem and draw the leaves.</p>
<p>g</p>  <p>Around the girls face, down her hair and give her a curl.</p>	<p>h</p>  <p>Down the head, to his hooves and over his back.</p>	<p>i</p>  <p>Down the body and dot for the head.</p>	<p>j</p>  <p>Down his body, curl, dot for his head.</p>	<p>k</p>  <p>Down the kangaroo's body tail and leg.</p>	<p>l</p>  <p>Down the long leg.</p>
<p>m</p>  <p>Down Maisie, mountain, mountain.</p>	<p>n</p>  <p>Down Nobby and over his net.</p>	<p>o</p>  <p>All around the orange.</p>	<p>p</p>  <p>Down the pirates plait and around his face.</p>	<p>qu</p>  <p>Round her head, up past her earring, down her hair, and flick.</p>	<p>r</p>  <p>Down the robots back and curl over his arm.</p>
<p>s</p>  <p>Slither down the snake.</p>	<p>t</p>  <p>Down the tower, across the tower.</p>	<p>u</p>  <p>Down and under, up to the top and draw the puddle.</p>	<p>v</p>  <p>Down a wing, up a wing.</p>	<p>w</p>  <p>Down, up, down, up.</p>	<p>x</p>  <p>Down the arm and leg, repeat the other side.</p>
<p>y</p>  <p>Down a horn, up a horn and under head.</p>	<p>z</p>  <p>Zig-zag-zig.</p>				

APPENDIX B

BOAT LETTERS, WATER LETTERS, SUN LETTERS

