



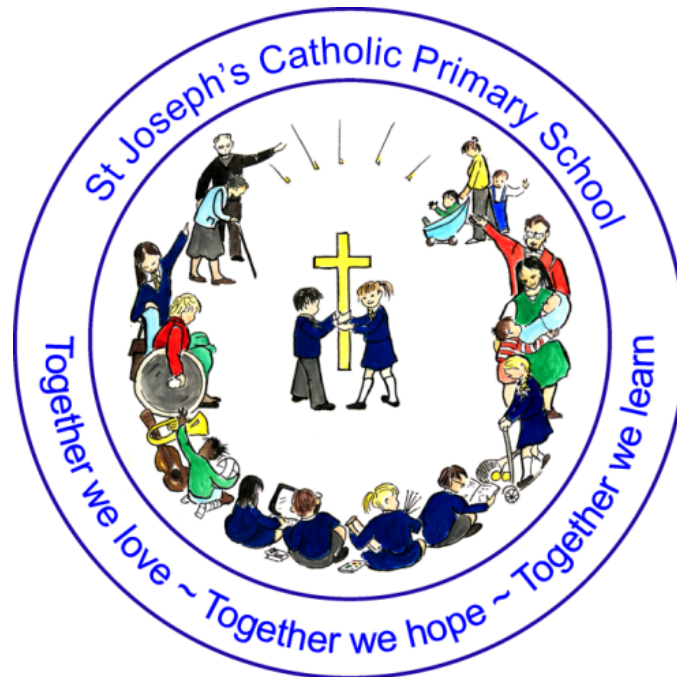
St Joseph's Catholic Primary School

Handwriting Policy

Revision	Date	Author	Reviewed by	Date	Summary of Amendments	Approved (Date of GB Meeting)	Next Review	Responsible Committee
1	01/01/23	G Bath	C&SI	13/01/23	New Policy Document	26/01/23	Jan 2026	C&SI

Handwriting Policy

Vision



Together we love - Together we hope - Together we learn

Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we enable and encourage everyone to share and nurture a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

Aims of this Policy

Handwriting is an essential element in the development of a child's writing skills. Misconceptions and errors become an issue if not addressed early and this policy lays out key areas of teaching and interventions.

Teaching of Handwriting - EYFS & Key Stage 1 (Reception and Years 1&2)

Handwriting is taught through our phonic scheme "Unlocking Letters and Sounds". There are three key foci for early handwriting teaching:

- Correct letter formation including the starting and finishing points for each letter
- Consistency in size relative to each letter and between upper and lower case letters
- Regular reinforcement of good pencil grip

It is critical that the teaching of handwriting is part of phonics lessons; as pupils learn how to write the letters, they should also be learning and practising the sounds that the letters make. Handwriting and dictation activities are the cornerstone of any multisensory phonics instruction program, as requiring pupils to consistently practise forming the letters while connecting them to sounds will serve to better embed phonics concepts in the brain.

A correct pencil grip will enable the writer to move the fingers, controlling the pencil or pen with efficient finger movements. The ability to hold a pencil correctly can affect a child's attitude to learning and school work, their academic achievement as well as their motor/joint development.

Correct letter formation is essential if children are to learn to join their letters and develop a fluent and effective handwriting style.

Teaching of Handwriting - Key Stage 2

Children in Year 3 and Year 4 will be taught to join their handwriting through regular lessons and practice.

St Joseph's School supports the teaching of fully cursive script as the children move into Key Stage 2.

In Year 5 and Year 6 there is an expectation that all children will form their letters correctly and try to join their handwriting neatly. There would not be regular teaching of handwriting in these years but there would be interventions where required.

Interventions - Early

In EYFS and Keystage1, Children will be assessed during lessons and misconceptions or mistakes will be corrected as part of each phonics lesson. Writing in class in other subjects will also be corrected when a teacher or teaching assistant is working with a child.

In year 2, interventions will be more targeted to individual children and regular time for intervention groups or 1:1 will be planned by the class teachers and teaching assistants.

Interventions

In Year 3 and Year 4 children will be assessed and specific programmes put in place to meet any identified needs. This will be delivered by the classroom teacher and a member of the support staff as required with the assistance of the English lead and SENDCo.

Pencils and Pens

Children in EYFS and Years 1 to 5 use pencils for their writing. In Year 6, when the children have an established and consistent style of handwriting, they are encouraged to select the appropriate writing tool (pen or pencil) in line with the national curriculum for Year 6:

Handwriting and presentation

Pupils should be taught to:

write legibly, fluently and with increasing speed by:

choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters

choosing the writing implement that is best suited for a task

Exceptions to this Policy

The National Curriculum gives non-statutory guidance for exceptions to this policy.

They [children in Year 6] should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes or a final handwritten version. They should also be taught to use an unjoined style, for example, for labelling a diagram or data, writing an email address, or for algebra, and capital letters, for example, for filling in a form.

Some children develop an effective and fluent non-cursive style of handwriting and, with the agreement of the English Lead (with the SENDCo if necessary) and parents, a teacher may deem it appropriate to allow the child to learn to write in their own handwriting style.

Approved by C&SI Committee:

Date: 13th January 2023

Policy Monitoring And Review (To Include Sub-Committee)

This policy will be reviewed every three years by the C&SI Committee

Authorisation

Signed by (Chair of Governing Board)

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Approved by Governing Body: 26th January 2023

Next Review: January 2026