

St John's C of E Primary School

Handwriting Policy

Individual Letters

All children are expected to use the following handwriting in all of their written work.

All letters start with an entry and exit stroke, which begins on the line (except when they are attached to a letter, which has a horizontal exit stroke).

t a oa g

Letters can be arranged in 'letter families' where each letter is formed in a similar way.

Circular c family

c o a g q d

Up, down, back and round r family

r m n h p k b

Straight I family

i u l t j y

Letters in none of the families

e s v w x f z

Letters can also be grouped by height

Tall (ascenders)

d h b k l t

Long (descenders)

g j p q y z

('f' is both an ascender and a descender).

f

Short

a c e i m n o r s u v w x

Joining Letters

There are two types of join.

Diagonal Join

Letters which have an exit stroke finishing on the line join to the next letter with a diagonal join.

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

are all letters that have a diagonal join.

mad her ill again

Horizontal Join

Some letters have an exit stroke which finishes at the same height as the small letters. These join to the next letter with a horizontal join, (which also forms the entry stroke for the next letter).

o v r w are all letters that have a horizontal join.

ow wt vo re

Capital letters are the same height as ascenders. They do not join to other letters in the word.

Monday September Autumn

Script for writing letters of the alphabet.

a up, across, back all the way round, down and flick

b up, down, round tummy and flick

c up, across, back and round

d up, across, back all the way round, up, down and flick

e up, make a loop

f up, across, back down and loop

g up, across, back all the way round, down and loop

h up, down, make an arch

i up, down, flick and dot

j up, down, loop and dot

k up, down, up, round tummy and flick

l up, down and flick

m up, down, make an arch, make an arch

n up, down, make an arch

o up, across, back all the way round and flick

p up, down, back up, round tummy and flick

q up, across, back all the way round, down and flick

r up, down, start an arch

s up, across, snake it round and flick

t up, down, flick and across

u up, down, round, down and flick

v up, zig-zag, flick

w up, zig-zag, zig-zag, flick

x up, backwards c, forwards c

y up, down, round, down and loop

z up, straight across, zig-zag

Checklist for being an efficient handwriter

Before I start writing:

- I will need a SHARP pencil

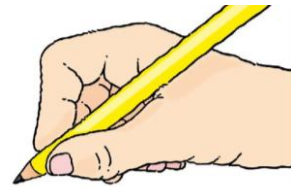
1 Positioning

- Both feet flat on the floor
- Shoulders down
- Elbows level with desktop
- Head not resting on arm
- Head not too close the desk
- Hips, knees and ankles at 90°
- Table and chair at a suitable size for you
- Non writing hand holds the paper
- Elbows not touching your neighbour (left handed children to sit on the left)
- Paper is tilted (maximum 45°)



2 Pencil grip

- Hold the pencil using 2 fingers and your thumb
- 'Pick and flick' action to begin to hold the pencil
- Use finger movement (not arm movement) when writing
- Fingers are curved
- Space between thumb and index finger makes a 'C' shape
- Thumb not overlapping too tightly
- Not gripping too tightly
- Make sure you can see the lead of the pencil (only hold the pencil from the painted part)
- Not pressing too hard or too lightly on the paper
- The pencil should be leaning between the thumb and forefinger



Lined paper is easier than plain paper.

3 Handwriting warm up

- Whilst still sitting, put your hand onto the sides of the chair next to your hips. You should attempt to lift yourself off the chair for a few seconds.
- Put your fingertips on the table with your hands arched up. Your hands should look like bird cages. Press down onto the table with your fingers without allowing the bird cages to collapse.
- Squeeze each finger against the thumb, pressing hard for a few seconds.
- Tripod, stretch and bend - hold a pen or pencil in the proper tripod grasp i.e. between the tip of the thumb and forefinger resting against the third finger. Do it in the air and practise straightening and bending.

- Climb the pole - hold the pencil vertically in the air. Using your fingers only, climb your hand up and down the pencil.
- Shake your hands out before starting to write.

My handwriting checklist:

Before you write, ask yourself...

- Are my pens and pencils in good condition?
- Have I cleared my table so that I have enough room to write?
- Am I sitting properly, with both of my feet and all four chair legs on the floor?
- Is my writing paper in a good position?
- Is there anything I need to think about to improve my handwriting?
- Am I sitting in a place where my elbows won't knock into my neighbours?

Could I...

- Join up my letters?
- Make my writing sit on the line?
- Keep my letters an even height?
- Make my writing bigger/smaller?
- Leave evenly spaced gaps between my words?

Once I have finished writing...

- Can I read it?
- Can other people read it?
- Is it tidy enough?
- Have I used the correct cursive writing?
- Have I used the correct joins (horizontal or vertical)
- Have I used capital letters/lower case letters in the correct place?
- Have I formed my letters correctly e.g. does my 'a' close at the top so it doesn't look like a c i?
- How could I improve my handwriting next time?

'Joinit' cursive font is to be used for typed work that the children will read/use to support their learning e.g. WILF grids, model writing, prompt sheets, handouts and homework.



abcdefghijklmnopqrstuvwxyz

The font can be joined for Year 2 - 6 or not joined for EYFS and Year 1.

The following options are available and can be used as effective teaching tools:

Join Solid

Join Dotted

Join dotted Lined

Join solid lined

Not joined solid

Not joined dotted

Not joined solid lined

Not joined dotted lined