



Farndon Primary School

Handwriting Policy

January 2017

At Farndon Primary School we follow the Martin Harvey method for teaching handwriting along with Write Dance for Early Years. This means that we do not follow a bought 'scheme'; rather we use a consistent approach of teaching handwriting throughout the school using Martin Harvey's guidelines and clear terminology.

The approach progresses through the school with an emphasis being placed on the use of consistent language. Specific handwriting displays in each classroom will reflect the consistency of language and approach used throughout school.

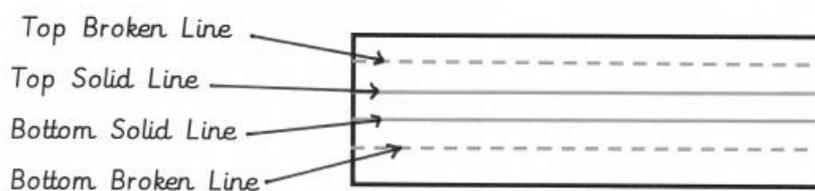
Prior to a handwriting session, staff will ensure that the children are prepared to write by...

BBC – Bottom Back in Chair

TNT – Tummy Near Table

Six feet, two hands – chair and child feet plus one hand to write with and one hand to hold the page still.

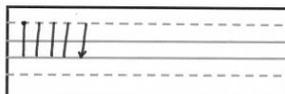
During a handwriting session, staff will remind children of the following key elements of letter formation and where letters sit on the line by...



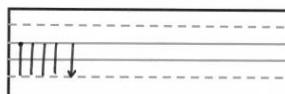
Short Lines



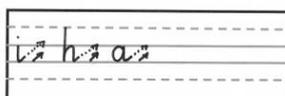
Tall Lines



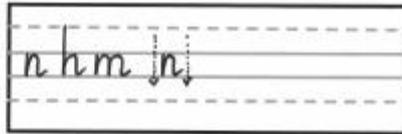
Tail Lines



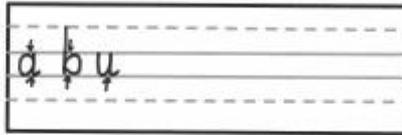
North-east Joining Line
or
Diagonal joining stroke



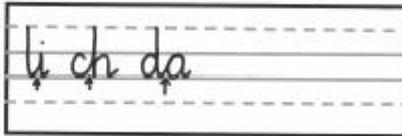
Narrow bridges



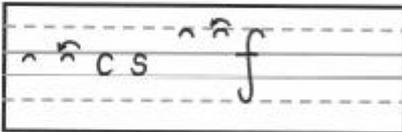
Letters with triangles



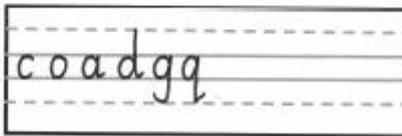
Joins with triangles



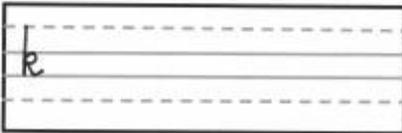
Coat hanger hooks



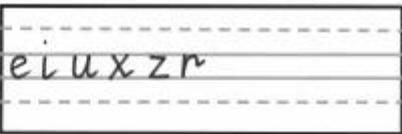
Egg shapes in the coat hanger letters



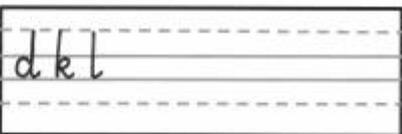
Shoe lace k



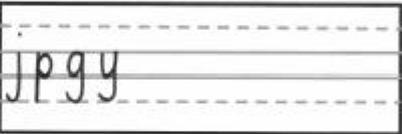
Small letters



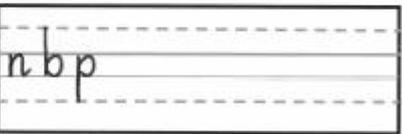
Tall letters



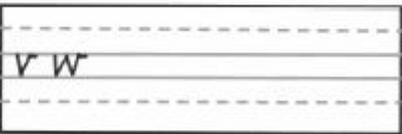
Tail letters



Narrow letters



Letters with sharp points

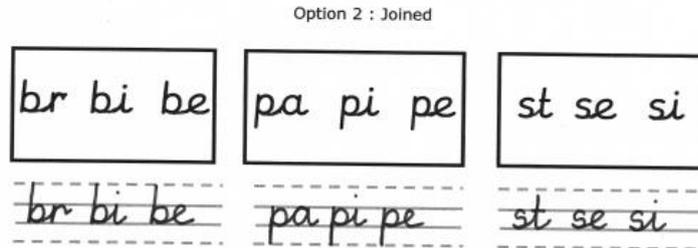


Narrow curved tails



All staff will refer to the document '**Achieving Excellence in Handwriting**' (see Staff Share) for clarification on letter formation, positioning on the line and joining.

The letters b, p and s will be joined using option 2:



Structure and progression through school

EYFS

On entry to Nursery, children will follow the programme 'Write Dance' to secure gross motor skills. As the children progress, any name writing or more 'formal' writing will be written on the large A4 landscape line guides and the children will be introduced to the correct terminology for the line guides and letter formation. (This will be subject to the individual child's rate of progress).

As the children move into Reception, those children who still need the Write Dance programme will continue to use that as appropriate. Children ready for more formal writing, will continue to use the large A4 landscape line guides as appropriate. To ensure correct pencil grip and good fine motor skills, children will have regular practise at the activities in Martin Harvey's **Fine Motor Skills** document.

Key Stage 1

During the initial phase, children in Years 1 and 2 will have a minimum of 3 handwriting sessions per week. This may rise to daily sessions if class teachers feel that the children would benefit from a brief intensive period.

Sessions will be no longer than 20 minutes and will always start with a warm up activity taken from the Achieving Excellence document.

Handwriting practice will be on pre-printed guidelines and will be kept in individual handwriting folders.

Initially, the children will continue to write in their existing books – there will be no need for new exercise books. When children reach the end of their current English books, they will move on to the new style exercise books that are pre-printed with the correct guidelines.

Key Stage 2

During the initial phase, children in Years 3-6 will have a minimum of 3 handwriting sessions per week. This may rise to daily sessions if class teachers feel that the children would benefit from a brief intensive period.

Sessions will be no longer than 20 minutes and will always start with a warm up activity taken from the Achieving Excellence document.

Handwriting practice will be on plain paper using guidelines and paper clips. All practice sheets will be kept in individual handwriting folders.

Initially, the children will continue to write in their existing books – there will be no need for new exercise books. When Year 3 children reach the end of their current English books, they will move on to the new style exercise books that are pre-printed with the correct guidelines. Children in Years 4-6 will move on to plain books and will be supplied with laminated guidelines and paper clips.