



# Longford Primary Academy

Member of staff responsible: H. Dodkins  
Date policy written: Autumn 2018  
Date approved by the full Governing body:  
Date to be reviewed: Autumn 2020

## Handwriting Policy

### EYFS and handwriting

Throughout the EYFS, the teaching of handwriting takes the form through fun, exciting and multi-sensory opportunities to develop their pre writing skills, such as dough disco, write dance and funky fingers. The children's physical development is carefully monitored and fine and gross motor provision play a key role in developing their handwriting style on a day to day basis.

By the end of Early Years Foundation Stage our children will be able to:

- Hold a pencil using the tripod grip
- Write legible printed lowercase letters for the alphabet.
- Show an awareness of many capital letters.
- All letters will sit on the base line
- Spaces between words are evident
- Form the numerals 0-20 sitting on the base line

### The Teaching of Handwriting in Key Stage One and Two

We are very proud of our pupil's handwriting and take particular care in our cursive/joined-up handwriting style. We recognise that handwriting is a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes. We aim to make handwriting an automatic process that does not interfere with creative and mental thinking. Our teachers are expected to be 'handwriting models' and use neat, joined-up cursive writing for all writing tasks including report writing (when not word-processed), marking and comments.

### Key Stage One

By the end of Key stage One our children will be able to:

- Write legibly using upper and lower case letters with correct joins.
- Ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation.
- Leave the correct space between words.
- Form capital letters and use where appropriate.

- Form numerals that are consistent in size and sit on the base line.
- Begin to form printed letters and understand when they are to be used.
- Improve the speed of writing and begin to write automatically so promoting creativity in independent writing.

## Key Stage 2

By the end of Key Stage Two our children will be able to improve quality, speed and stamina of handwriting.

- **Quality:** Ensure letters are consistently sized with equal word spacing and that ascenders and descenders are parallel and do not touch words on the lines above and below.
- **Speed:** Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.
- **Stamina:** Have the strength and mobility to be able to write for longer periods of time without fatigue.

## Cursive lowercase letters



## Presentation and Pen Licenses

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. (Please refer to the Presentation Policy.) Our aim is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride by demonstrating the fact they are an "Expert Learner".

Teachers will assess a child's handwriting over a number of weeks to decide whether they are ready for a pen license. When the teacher feels that a child have met the pen license criteria (as exemplification), they will discuss this with the Principal or Subject Lead, who will make the final decision. When a child has earned their pen license, they will be presented with a certificate during Celebration Assembly and the child's teacher will present them with a pen (this will be provided by the school).

## What happens after a pen license has been received?

Once a pen license has been received, the child are able to use a pen for writing only (not maths work). However, the class teacher may sometimes advise a child to use pencil in some circumstances, for example, when taking notes. We recognise that each child will have worked hard to get their license so, once it has been earned; the child is able to write with a pen for the remainder of their time at Longford Primary Academy. The only occasion where it may be removed is if the child's handwriting deteriorates and they are no longer meeting the pen license criteria (see exemplification.)