



Handwriting Policy at Overton CE Primary School

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Letter formation / handwriting style

- From Year R, children are taught to form each letter correctly – all letters, except 'd' and 'e' start from the top
- When typing, please use 'Sassoon Inf Std' font as this mirrors our school handwriting style:

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

- The following letters do not join: g j q y
- Capital letters do not join
- The exception to this handwriting style: if a child joins from another school with a well-established, neat and fluent handwriting style, do not try to change this

Joining

- Children begin to join in the summer term of Year 1 and then consolidate in Year 2
- From Year 2, children should be joining **whenever** they write – not just in handwriting sessions – adults need to be strict with this, so bad habits are not formed

Pens

- **Year 3** - use pen for publishing some pieces of work
- **Year 4** - pens given out from the autumn term with a view to all using pen by the summer term - unless there is a reason a child needs to continue to use pencil eg part of their adaption / access arrangements. All to use pen for publishing from the autumn term
- **Year 5 and 6** - all children to use pen whenever they write (except for maths). There may be a few exceptions but there should be a reason for this not just the child's choice

Teaching Handwriting

- Handwriting must be explicitly taught every week – this can be as a whole class but adults must monitor / scan the class for accuracy in formation, correct grip, sitting position
 - Year R - daily
 - Year 1 – 4x week in autumn, reduce to 3x from spring term
 - Year 2 / 3 – 3 x week in autumn, reduce to 2x from spring term
 - Year 4/5 – 2 x week in autumn, reduce to 1x week from spring term
 - Year 6 – 1x week
- Children who require extra support with handwriting should have additional sessions in a small group
- When modelling, please use this handwriting repeater so that we have consistency across the school: <https://www.handwritingrepeater.org/> . If you select 'trace mode', the letters remain visible whilst the letters are formed on top
- In Year R / 1 - handwriting could be incorporated into the daily phonics lesson
- In Years 1-6 – handwriting could be incorporated into your spelling sessions
- From Year 1 summer term, this must be in joined script

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