



BUTTSBURY
JUNIOR SCHOOL

AN ACADEMY SCHOOL

Handwriting Policy

A Joint Policy for Buttsbury Junior School and Buttsbury Infant School

Maximum Effort for Maximum Achievement

Aim

Our aim is for pupils to be able to write fluently and with increasing speed, in a range of genres and contexts by the end of Key Stage 2.

To be able to achieve this, Buttsbury Infant and Junior school teachers will utilise a cursive handwriting approach which has been agreed collaboratively. This will ensure consistency for children from Early Years to Upper Key Stage 2. Examples of the expected letter formations are attached within the appendix.

Key requirements

Key requirements include:

- Capital letters not joining to following letter,
- All lower case letters to begin with an instroke sitting on the line,
- To recognise the break letters that do not join to the following letter (b, f, g, j, p, q, s and y) and
- Ensure descenders do not loop to the following letter.

Handwriting is taught in discrete timetabled sessions, at least three times a week in 10 minutes.

Note: in Early Years this is modelled through phonics sessions on a daily basis. All handwriting is modelled for the children. In addition, cursive handwriting should be modelled in a range of curriculum areas and when displaying writing.

Coverage

Our approach is in line with the new National Curriculum 2014.

In Early Years and Year 1, children will:

- Begin to form lower case letters in the correct direction,
- Form capital letters and
- Form digits 0 - 9.

In Year 2, children will:

- Form lower-case letters of the correct size,
- Start to join letters where appropriate to the above requirements and
- Write capital letters and digits of the correct size.

In lower Key Stage 2, children will:

- Know which adjacent letters must be joined and
- Increase the legibility, consistency and quality of their handwriting.

In upper Key Stage 2, children will:

- Write legibly, fluently and with increasing speed.
- Choose the writing implement that is best suited for a task.

Expected writing implements

When children join us in Year 3, they will write in pencil. Throughout Year 3, children work towards earning their Pen Licence, which can be used for specific tasks as directed by the class teacher.

From Year 4, the expectation is that children will write in pen, except for Maths which is always in pencil. Diagrams, tables and lines should also be drawn in pencil.

Monitoring and Review

The English subject leaders will continue to monitor implementation and progress.

Policy Date: Spring 2017

Review Date: Spring 2020

Handwriting

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

came cake wander

yellow rubber

press now think

flock boxes stroll

mail jumbo crowd

The quick brown
fox jumped over
the lazy dog.