



LLOYD WILLIAMSON  
FOUNDATION

**The**

**Lloyd Williamson**

**Schools Foundation**

**Handwriting**

**Policy**

**2021-2022**

## **1. Aims:**

At the Lloyd Williamson Schools Foundation, we aim to:

- Give all children the experience of using paper, pencil and pen to produce written work of the highest standard appropriate to age, ability and special needs
- Encourage good handwriting habits by example

## **2. Objectives:**

- All teachers will allocate time for Handwriting Practice in the timetable – typically 30 minutes each week from Sprites (reception) onwards. In the Nursery, this will be at the discretion of the Nursery teachers and guidance about writing in the EYFS.
- Handwriting lessons will involve the teaching of letter formation (as per the Handwriting Policy – Appendix 1), sizing and spacing, legibility and presentation. Children will revise all individual letter formations at the beginning of each academic year.
- Children will learn and use joined up handwriting in the Unicorns (Year 3) class. Joined up handwriting will be revised and expected from Unicorns onwards.
- The class teacher will facilitate and enable the use of black ink/gel pen for written work in Minotaurs (Year 5) and Centaurs (Year 6).

## **4. Nursery:**

Handwriting practice will begin with mark making using a range of resources e.g. sand and water, paint etc. Sometimes this will involve using paper and a range of media. Resources will be provided to teach and encourage the correct pencil/crayon grip (between the thumb and first finger, resting on the middle finger and about 2 – 3 cms from the point), good hand-eye coordination and the ability to draw short lines, curves, zig-zags etc. Left-handed children will be taught to write with the paper at an appropriate angle. At an appropriate time, the teacher will progress to workshops on letter formation (as per the Handwriting Policy).

## **5. Sprites:**

Handwriting practice will continue with the use of patterns. The use of patterns will be a progression from the Nursery level of work, and appropriate to the individual child. Each Sprites teacher will incorporate the use of patterns with continued and progressive work on letter formation (as per the Handwriting Policy). Letter formation will be taught in families, according to direction, using controlled movement. Time set aside for handwriting in Sprites will be at the discretion of the class teacher and dependent on the needs of each child. The children will use a sharpened HB pencil and work on paper. Correct pencil grip will be taught and actively encouraged at all times (between the thumb and first finger, resting on the middle finger and about 2 – 3cms from the point). Children will be able to use triangular pencils/pencil grips. Left-handed children

will be taught to write with the paper at an appropriate angle. The children at this level will work with both lower case letters and capital letters.

#### **6. Pegasus and Dragons (Years 1 and 2):**

The children will use Handwriting books to practise letter formation and sizing. At the discretion of the class teacher, this will be supplemented by the use of pattern and letter practice. The children will use a sharpened HB pencil and will continue to use triangular pencils/pencil grips only as necessary. Left-handed children will be taught to write with the paper at an appropriate angle. Correct pencil grip will be encouraged at all times (between the thumb and first finger, resting on the middle finger and about 2 – 3cms from the point). Letter formation will be taught in family groups, according to direction. Children will learn the importance of spacing. The class teacher will consistently teach and use the phrase: *finger-space*. Time set aside for handwriting will be approximately 30 minutes per week, at the discretion of the class teacher and dependent on the needs of each child. Handwriting should not be provided as homework at this stage as consistency with the Handwriting Policy cannot be guaranteed whilst the children are working at home. The children will be encouraged and expected to use correct and neat handwriting in all independent work across the curriculum.

#### **7. Unicorns, Griffins and Minotaurs (Years 3,4 and 5):**

The children will use Handwriting books to practise letter formation and sizing. Left-handed children will be taught to write with the paper at an appropriate angle. Correct pencil grip will be encouraged at all times (between the thumb and first finger, resting on the middle finger and about 2 – 3cms from the point). Letter formation will be revised in family groups, according to direction. The class teacher will consistently teach and use the phrase: *finger-space* to encourage appropriate spacing between words. The timetable will allow for 30 minutes handwriting practice each week. Some handwriting may be given as homework at this stage, but only for those whom the class teacher recognises as needing extra practice. The children will be encouraged to use correct and tidy handwriting in all independent work.

The children will learn the following joins (we will go over these joins in staff meetings):

an en in do um on ri vo wa fi  
al it uh oh wh rl ot ka

Children should not join the following letters:

b g j p q s x y z

#### **8. Centaurs (Year 6) (and those with SEN or who come from other schools into the Upper School):**

Children will use Handwriting books to practise letter formation and sizing. All children will learn to use a **pen with BLACK ink that flows easily** (typically a gel pen). Initially this will be at the discretion of the teacher and in discussion with the pupil. Writing with a pen is very different to a

pencil in terms of pressure and attention to detail. and it can appear messy at the initial stage. Teachers will support individual pupils to write to the best of their ability. Generally, writing in pen should be over-emphasised and exaggerated in form to encourage neatness as necessary. Students with specified additional needs will continue to use triangular pencils/pencil grips if necessary. Left-handed children will be taught to write with the paper at an appropriate angle. Correct pen grip will be encouraged at all times (between the thumb and first finger, resting on the middle finger and about 2 – 3cms from the point). Letter formation will be revised in family groups, according to direction. The class teacher will consistently teach and use the phrase: *finger-space*. The timetable will allow for handwriting practice each week as necessary. The children will be encouraged to use correct and tidy handwriting in all independent work.

The children will revise the following joins (Revision of how these joins work in staff meetings):

an en in do um on ri vo wa fi  
al it uh oh wh rl ot ka

Children should not join the following letters:

b g j p q s x y z

Updated November 2021

Lucy Meyer  
*Co-Principal*

Aaron Williams  
*Co-Principal*