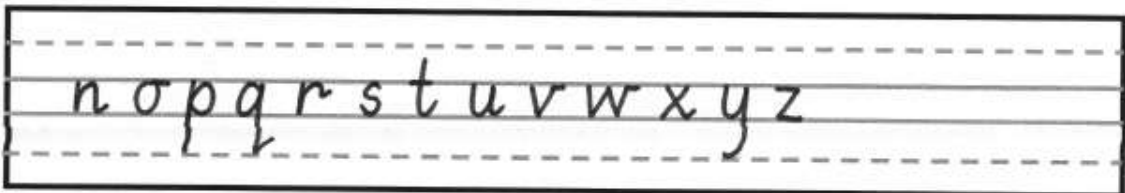
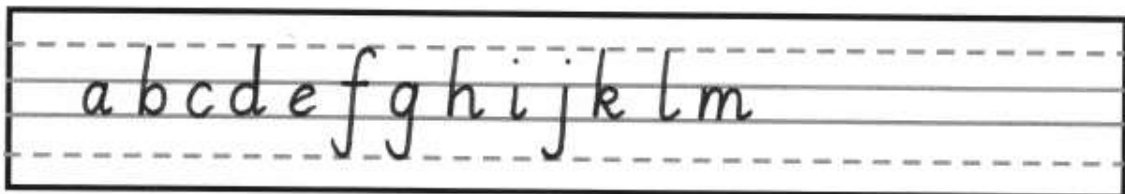




Handwriting Policy



Intent

At Abbeyfield Primary Academy we believe that quality presentation encourages children to work towards a high standard and to take pride in every piece of work they produce. We know that in order to reduce the cognitive load when writing, it is important that our children have ample opportunity to master the skills required for transcription. Our vision is for all children to leave our primary school with a legible, fluent handwriting style.

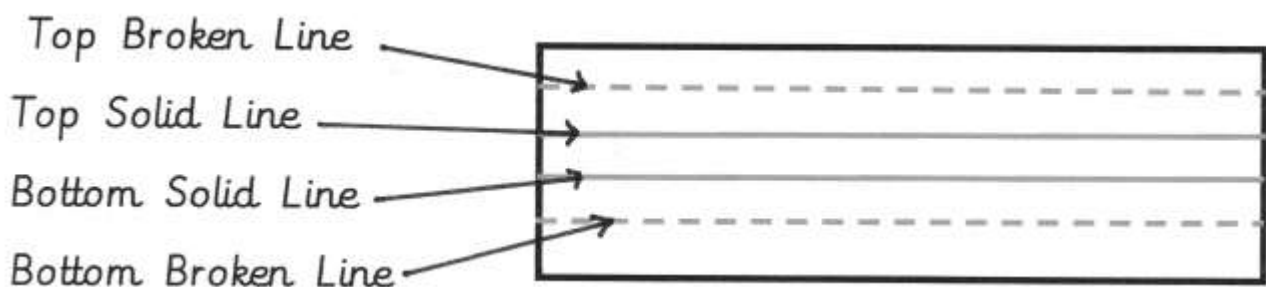
In order to achieve this, we follow the Martin Harvey method for teaching handwriting. This means we do not follow a bought 'scheme'; rather we use a consistent approach of teaching handwriting using Martin Harvey's guidelines and clear terminology.

Implementation

Consistently used language in a lesson: starting the lesson

- **Two hands.** Insist on children always using two hands when writing. One hand to hold the paper and one hand to write with.
- **Six feet.** Children must always keep six feet on the floor. Their own two feet and the chair's four feet. This means that the child does not kneel or sit cross legged on the chair. Neither do they rock backwards or forwards on the chair.
- **BBC.** Ensure that children always sit in the BBC position – Bottom Back in Chair. This means that they never sit with the chair sticking out and their bottom on the front edge of the chair.
- **TNT.** Tummy Near Table. This ensures that the child is sitting with their body close to their work, instead of having to stretch forward to write.
- **Paper position.** The paper should be upright when the child is writing or at an angle not greater than 45 degrees. When children turn their paper to an angle greater than this, it is often because the pencil is being held with the thumb in a position which blocks the child's view of the pencil point.

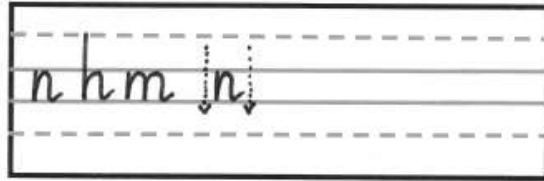
Good posture and correct seating position are vital components of developing good handwriting. The habits above must not be seen just as good habits for handwriting. They must be insisted upon in all subject areas, throughout the school day, otherwise their impact is reduced. It has to be seen as the correct way, indeed the only way, rather than what is expected merely in handwriting lessons.



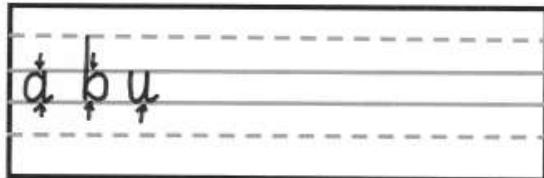
All staff will refer to the document 'Achieving Excellence in Handwriting' (see Staff Share) for clarification on letter formation, position on the line and joining and the suggested sequence of teaching.

Consistently used language in a lesson: during the lesson

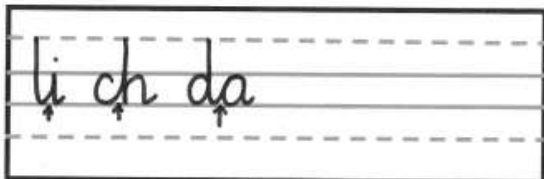
Narrow bridges



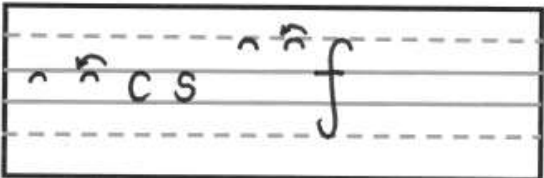
Letters with triangles



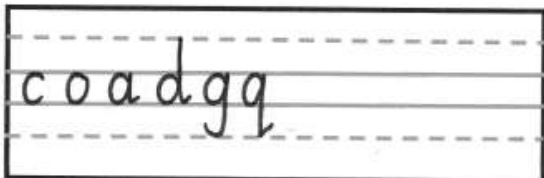
Joins with triangles



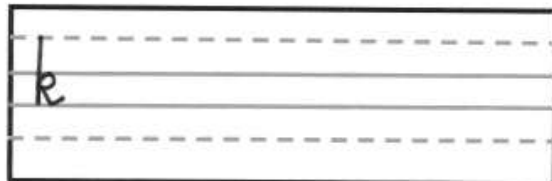
Coat hanger hooks



Egg shapes in the coat hanger letters

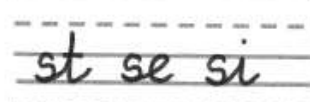
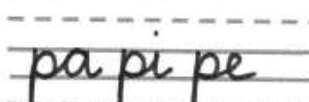
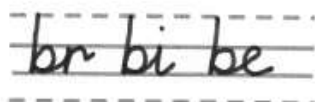
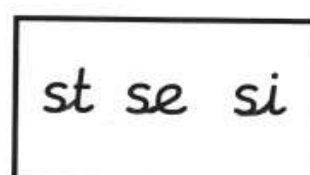
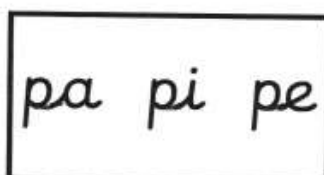
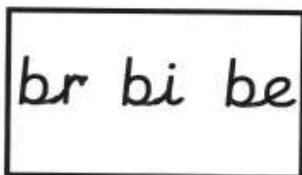


Shoe lace k



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

Option 2 : Joined



Handwriting practice

EYFS

Children will be introduced to correct pencil grip and good fine motor skills using the Martin Harvey suggested activities. Any name writing or more 'formal' writing will be introduced and modelled on the large A4 landscape line guides, As children move through Reception (subject to the individual child's rate of progress) they will be increasingly introduced to and encouraged to complete their writing on a pre-printed line guide.

KS1

In Year 1, children will complete handwriting sessions daily. Sessions will be no longer than 20 minutes and will always start with a warm up activity taken from the Achieving Excellence document. The focus for this year group is mastering individual letter formation.

In Year 2, children 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. Most children will be introduced to joined up handwriting during this phase.

KS2

Handwriting practice takes place at least once per week for no more than 20 minutes. This will be recorded in key skills books. Regular handwriting in the context of spelling key words for the wider curriculum subjects will also take place once per week.

Interventions

The South Warwickshire toolkit is used to identify the most effective intervention for children who are behind in the fine or gross motor development.

Training of Staff

All staff are provided with the 'Achieving Excellence in Handwriting' document when they start at school. They will also have opportunity to be released from class/use their noncontact time to observe good practice through school.

All staff received training from Martin Harvey on 12th October 2023.