

Letter Formation

Image A shows the letter formation for capital letters that are taught at Hillside. Please Note that capital letters are not joined to lower case letters.

Image A

Letter formation: capitals:

A B C D E F G H
I or J K L M N O
P Q R S T U V W X Y Z

Most letters have a lead-out stroke from the base of the letter. This includes ascenders (letters which are taller than others) and descenders (letters which are written partly below the line):

Image B

Letter formation: lower case letters:

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

A few letters have a lead-out stroke from the top of the letter (mid-line as these are not ascenders or descenders): Note that it is possible to join the letter x but we have decided not to teach this, as joined x's tend to be awkward to form and can detract from the overall fluency and legibility of handwriting.

x x x x

Expectations at Hillside:

Early Years:

Sit in the correct position and hold a pencil correctly.

Improve fine and gross motor skills.

Focus on patterns which build on the three basic letter shapes. (l, c, r)

Form some letters confidently with lead ins and lead outs.

Key Stage 1

Write legibly using upper and lower case letters with some letters joins.

All individual letters have a lead-in and a lead-out stroke.

Ensure that letters are consistent in size.

Form capital letters and understand that they do not join to lower case letters.

Key Stage 2

Improve quality, speed and stamina of handwriting.

Have full knowledge and ability of the different forms of handwriting for different purposes:

Neat, joined, cursive letters for writing passages and large amounts of text, lists and letters.

Printed or capital letters for posters, notices, headings, labelling, and form filling.

If you would like to discuss any of the information included in this leaflet or how to help your child with their handwriting then please don't hesitate to contact Mrs Wainwright or your child's class teacher.

HILLSIDE PRIMARY SCHOOL

"Developing the Individual"

Handwriting at Hillside



This leaflet contains information about:

⇒ *Hillside's handwriting programme.*

⇒ *Expectations of handwriting at Hillside.*

Aims and Method of Handwriting at Hillside

Aims

Our aim is for all children to write fluently, legibly and with increasing speed and to understand the different forms of handwriting used for different purposes by the end of KS2.

These expectations are in line with the National Curriculum (2014). Although there is no specific expectation to join all letters in this curriculum, at Hillside we feel that joined writing using a cursive script is the best way to achieve these objectives

We aim to make handwriting an automatic process that does not interfere with creative and mental thinking.

Method

The fundamentals of good handwriting are based on the following points:

Sit straight on to the table (which should be at a good height for them)

If a child is right-handed, their paper should be slightly to their right, and tilted slightly anticlockwise

If a child is left-handed, their paper should be slightly to their left, and tilted slightly clockwise

Have a good pencil grip, which lets them hold their pencil comfortably with their thumb and first two fingers.

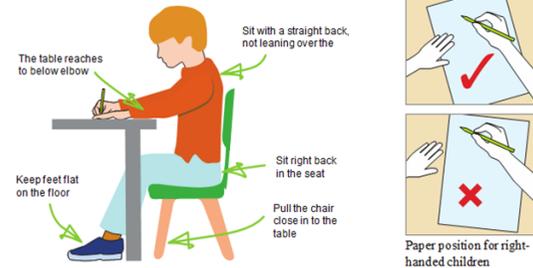
Handwriting is a cross-curriculum task and will be taken into consideration during all lessons. Formal teaching of handwriting is to be carried out for at 30 - 45 minutes per week to ensure Key Stage targets are met.

To ensure the consistent approach to handwriting the teachers and staff at Hillside are encouraged to use neat, joined-up cursive writing for tasks including marking, when writing on the IWB and on displays [if they are not being word-processed].

Correct posture and pencil grip for handwriting

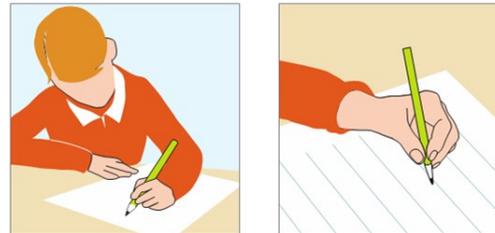
Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

SITTING POSITION



LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow right-handed teachers as they demonstrate letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.



- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.

Progression in Handwriting

It is essential for children to learn what letters look like by themselves without the lead-in and lead-out strokes at the beginning of their learning. They need to see them in different printed fonts and in different handwriting.

Children also need to have good fine motor control and the ability to form letters in the correct way before thinking about writing cursively. Essential pre-writing skills are actions which develop fine and gross motor skills such as climbing, manipulating play-dough, writing with a variety of implements and on different surfaces and materials.

Once children have the understanding and ability described above, they are ready to move on. For some children this will be in nursery; for others they will not be ready until Key Stage 1.

When cursive handwriting is introduced (from nursery), it will be as follows: writing each individual letter with a lead-in and a lead-out stroke and when phonic sounds are introduced, children will be taught how these letters join together.

There may be children with specific needs for whom cursive handwriting is not appropriate. If this is the case, this decision will be made by the class teacher and shared with parents, and alternative objectives will be set out.

Many children who are in upper Key Stage 2 currently have their own style of handwriting which achieves the aims of being fluent, legible and speedy. We therefore intend to demonstrate the new style of handwriting to these children and they will be allowed to incorporate it into their current style if they wish. However, when children move on to upper Key Stage 2, the cursive style of writing will be maintained.