



## Policy for Handwriting and development of cursive script

### 1. Introduction

- 1.1 This policy has been devised for the development of the use of a consistent, joined, clear and fluent cursive script. Research suggests that printing letters and **writing in cursive** activate different parts of the brain. Learning a **cursive** script is good for children's fine motor skills, and **writing** in longhand generally helps students retain more information and generate more ideas. Cursive script will be introduced in year one and lead to the development of a personal, joined and fluent style by the end of year six. In EYFS, letter formation is taught starting with print [see appendix 3]. Cursive script will be introduced for some children later in the reception year when they are showing the required level of skill.

### 2. Getting started

- 2.1 Children should begin by learning the formation of the individual letters in each set first. [See Appendix 1 for order of teaching] a c e i

- 2.2 Practise the letter by repeat joining strings of each letter. aaaaaaa

- 2.3 Practice words that are formed from the letters in each of the sets. win

- 2.4 Add in additional letters to make up words as you work through each of the sets of letters.

twin

### 3. Rules of our cursive script

- 3.1 All letters sit on the line b c d

- 3.2 All letters stand up straight (no sloping to either side) f h

- 3.3 Tall letters (ascenders) are tall but do not touch the line above k l

- 3.4 Small letters are small a c

- 3.5 Every small letter starts with a lead in or flick e a

- 3.6 Every small letter ends with a flick e a

- 3.7 Tails hang under the line g j

- 3.8 The cross for the t and dot for i and j are done after all the letters are formed ti j

- 3.9 Capital letters are not joined and are formed in the usual way A B C D E F

#### 4. **Introducing and delivering the handwriting script in lessons**

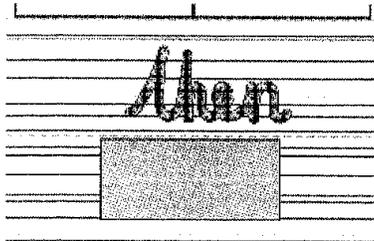
- 4.1 This script is new to the children and therefore is going to take time for the children to become familiar with. We should aim to teach handwriting as part of Early Work or English lessons for a period of 15 minutes as follows:
- a) KS1: daily.
  - b) Year 3 and 4: 3 times a week.
  - c) Year 5 and 6: 2 times a week. (Short sessions are most effective)

#### 5. **Adults as role models for writing**

- 5.1 All adults need to ensure they act as good writing role models and make use of the chosen cursive script. This should be evident in all writing displayed in the classroom including when using the Interactive Whiteboard or Touchscreen. Cursive script should also be modelled in the marking comments added to work.

#### 6. **Making letter formation fun**

- 6.1 We seek to make all our teaching as engaging as possible and handwriting is no exception. In addition to the standard types of practice in handwriting books PAT staff might like to consider:
- a) Write the letters using different writing tools e.g. pencil, pen, felt tips, crayons, paint or chalk;
  - b) Use different types of paper and surfaces to practise letter formation;
  - c) Practise letter formation by following letter patterns in the air;
  - d) Use Smartboard software to record and demonstrate handwriting joins. Examples are stored on the Trust's server at: ***Teacher share – planning- Literacy & CLL – handwriting notebook recordings;***



- e) Tracing letters, alphabet banners, letter booklets and cards can be found at [www.twinkl.co.uk](http://www.twinkl.co.uk) and these resources can be downloaded and used in class;
- f) Further resources and worksheets for teaching cursive script are available at <http://www.kidzone.ws/cursive/index.htm>

#### 7. **Becoming an 'Expert' in the handwriting script**

- 7.1 Children should begin by learning to form the cursive script using pencil, once they have mastered the script they will be awarded a pen licence as a symbol of their achievement. Children will be assessed as being 'expert' if they use the script independently and consistently across the curriculum.

**APPENDIX 1 (Order of teaching letters)**

Handwriting families

a c d g o q  
b h k m n p r

i j l t u y

e f

v w

x z s

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

**APPENDIX 2 – Pen Licence**

**Pen Licence**

Congratulations to \_\_\_\_\_

for earning your pen licence!

**Well done!**

Date \_\_\_\_\_ Signed \_\_\_\_\_

twinkl.co.uk

**Pen Licence**

Congratulations to \_\_\_\_\_

for earning your pen licence!

**Well done!**

Date \_\_\_\_\_ Signed \_\_\_\_\_

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**APPENDIX 3 – EYFS Handwriting Script**

EYFS Handwriting Script

A a B b C c D d E e

F f G g H h I i J j

K k L l M m N n

O o P p Q q R r S s

T t U u V v W w X x

Y y Z z