



## Onslow Primary School Handwriting Policy

### **RATIONAL**

- To assist in the development of fluent and legible handwriting style, beginning with unjoined letters and moving to joined handwriting using South Australian Style Handwriting by;
- Applying three basic movements: clockwise ellipse, anti-clockwise ellipse and downward diagonal stroke
- Encouraging correct pencil grip for both left and right-handers using the thumb, index and middle finger.
- Maintaining correct body position and posture.

For students to write using upper and lower case letters in South Australian Style Handwriting that are:

- of consistent size
- of consistent shape
- appropriately slope
- in straight lines

### **PROCEDURES**

- Patterns are used initially, by writing with a variety of tools and using multisensory methods, to help free flowing hand motions and to develop muscle strength.
- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate.
- Correct pencil hold and letter formation are taught from the beginning
- When marking or writing comments, members of staff use cursive handwriting as appropriate
- Teachers model South Australian Style Handwriting by using it on IWB and whiteboards/flipcharts, merit awards and comments on student work
- Display writing throughout the school including on charts, signs etc. using computer SA Font writing.

The suggested weekly time allocation for each year group is as follows:

- Kindergarten Activities planned daily
- PP 5 x 15 min lesson per week
- Year 1 4 x 20 min lessons per week
- Year 2 3 x 20 min lessons per week
- Year 3 3 x 20 min lessons per week
- Year 4 2 x 20 min lessons per week
- Year 5 2 x 20 min lessons per week
- Year 6 2 x 20 min lessons per week

## Handwriting K - 6 Scope and Sequence

Year Level	Australian Curriculum Focus	Materials
K	Pre-writing activities Emphasis on developing motor skills and encouraging correct pencil grip	<ul style="list-style-type: none"> <li>• Manipulative materials</li> <li>• Tactile materials</li> <li>• Blank paper introducing dotted thirds</li> <li>• Crayon, Paint</li> <li>• Use triangular HB pencils</li> <li>• Big to small</li> </ul>
PP	Produce some lower case and upper case letters using learned letter formations	<ul style="list-style-type: none"> <li>• focus on pencil grip and body posture</li> <li>• Formative (thick) and Triangular HB pencils</li> <li>• correct formation of lower and upper case letters</li> <li>• writing from left to right using letters of uniform size, shape and spacing modelling SA Font</li> <li>• Use of dotted thirds at teacher's discretion ( by Term 4)</li> </ul>
1	Write using unjoined lower case and upper case letters	<ul style="list-style-type: none"> <li>• focus on pencil grip</li> <li>• forms letters of the alphabet correctly</li> <li>• develop consistent size and spacing in SA Font</li> <li>• Dotted thirds</li> <li>• Line width; 24mm</li> <li>• Triangular pencils</li> </ul>
2	Write legibly and with growing fluency using unjoined upper case and lower case letters	<ul style="list-style-type: none"> <li>• A4 sheets, lined dotted thirds</li> <li>• Line width; 18mm</li> <li>• HB Pencil or triangular if required</li> <li>• focus on pencil grip and posture</li> <li>• develop consistent size and spacing in SA Font</li> </ul>
3	Write using joined letters that are clearly formed and consistent in size	<ul style="list-style-type: none"> <li>• A4 sheets, exercise books, lined-dotted thirds</li> <li>• Line width; 14mm</li> <li>• HB Pencil</li> <li>• Introduce pens. Selected students using pens by term 4</li> <li>• Use of pen for formal printing lessons</li> <li>• Consistent size and spacing in SA Font style</li> <li>• Teach cursive style of SA Font</li> </ul>
4	Write using clearly-formed joined letters, and develop increased fluency and automaticity	<ul style="list-style-type: none"> <li>• Exercise books, lined-dotted thirds</li> <li>• Line width; 12mm</li> <li>• Blue ball point pen</li> <li>• Practise and consolidate SA Font cursive style that is consistent in form</li> </ul>
5	Develop a handwriting style that is becoming legible, fluent and automatic	<ul style="list-style-type: none"> <li>• Exercise books</li> <li>• Line width; 9mm</li> <li>• Blue ball point pen</li> <li>• Develop fluent SA Font style handwriting.</li> </ul>
6	Develop a handwriting style that is legible, fluent and automatic and varies according to audience and purpose	<ul style="list-style-type: none"> <li>• Exercise books and loose leaf paper</li> <li>• Line width; 9mm</li> <li>• Blue ball point pen</li> <li>• Fluent SA Font handwriting. Experiment with personal handwriting style to enhance fluency, speed, legibility (consistent slope and size) and appeal</li> </ul>

# Pencil Grip

## *For Right Handers*

- Hold lightly between the thumb and forefinger about 3cm away from the point
- The paper should be placed to the right tilted slightly to the left
- Use the left hand to steady the paper

## *For Left Handers*

- Hold lightly between the thumb and forefinger resting on the first knuckle of the middle finger
- Hold about 3cm from the tip
- The hand should be kept below the writing line
- The paper should be tilted slightly to the right at about 20 - 30 degrees
- Use the right hand to steady the paper

**NB:** It is very important that a right handed child is NOT seated on the left hand side of a left handed child as their elbows will collide.

## **Helpful Hints for teaching Handwriting and Presentation**

- Model good handwriting at all times e.g. on board, merit awards, comments on work
- Place a handwriting guide in parent information booklet at enrolment
- Explicitly model each letter formation
- Teacher verbalise the process and encourage students to verbalise the process
- Students form letters in the air
- Trace finger over tactile letters
- Trace over dotted letters
- Use templates
- Writing with sand in a tray.
- Writing with chalk on a blackboard
- Making letter with whole body
- I-pad app
- Forming and joining letters with paintbrushes on large sheets of paper
- Write letters on a partner's back and then guess the letter
- Display improved handwriting/good effort under heading 'Handwriting of the Week'
- Use class reward system for presentation as well as content
- IWB games
- 'Pen licences' for Year 3
- Use ink and calligraphy pens
- Display excellent examples
- Teach pencil grip and guide the child's hand if necessary
- Use fun warm up games and emphasise correct posture; children whose feet do not reach the floor find achieving a correct handwriting posture very difficult.
- Copy interesting or favourite poems or extracts from texts
- Challenge them to outperform the teacher in terms of neatness and correct letter formation

## Assessment

Assessment should be on-going and purposeful. Children mature at different rates and this will be reflected in the degree of control and fluency apparent in their handwriting. Attention to handwriting should be an integral part of all classroom lessons where written work is carried out. Students should be observed during handwriting lessons with the teacher circulating, monitoring and intervening to assist with corrections and appropriate modelling. All work must be marked and feedback provided to students. The following should be considered:

- Correct Posture
- Pencil grip
- Formation of letters and joins
- Size and shape of letters
- Spaces between letters, words and lines
- Correct starting points
- Speed and Fluency
- Neatness and legibility