



Queen of the Universe N.S.

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HANDWRITING POLICY.

Introduction:

Children must be able to write with ease, speed and legibility. Handwriting should be an automatic process, to allow the children to focus on the content of their work rather than on letter formation. Difficulty with letter formation limits the fluency of their movements and has a negative effect on the quality and quantity of the work produced.

In this policy we aim to

- Help develop a positive attitude towards handwriting
- Assist the children in developing the appropriate grip on the writing implement
- Encourage them to adopt a satisfactory writing posture
- Help the children achieve a neat legible script, which will promote fluency and enhance the presentation of their work.
- Facilitate the development of a good, cursive style of hand writing.

Styles and Implements used:

Infant classes:

The children begin to learn handwriting in Junior Infants. They will receive lots of experience in pre-writing scribbling and pattern work before moving on to print writing. The print writing used in Junior and Senior Infants will be based on the pre-cursive style used in the Jolly Phonics programme.

Emphasis will be placed on the importance of holding the pencil correctly, as this will lead to quick, fluent writing. With this in mind the children will use a triangular grip pencil.

Correct posture is also important and will be positively encouraged. The 'Just Handwriting' Pre-cursive handwriting programme will be used for handwriting practice.

Letter order:

Letters will be taught in the following order, with letters formed in a similar fashion grouped together:

- c a d g p o
- i r n h m
- u y
- v w
- l t
- b p
- j e f s x z

1st and 2nd classes

The children in 1st and 2nd classes will continue using the 'Just Handwriting' Precursive handwriting programme. They will put tails on the letters when writing. Towards the end of 2nd class children will practice loop patterns, in preparation for the introduction of joined writing in third class.

3rd and 4th classes

In 3rd class the children will learn to write in a cursive style. This style will be continued throughout 4th class. Both classes will use a pencil when writing and will follow the 'Write Here' handwriting programme (Script Style)

5th and 6th classes

Cursive writing is reinforced in the senior classes. 5th class children will use a pencil initially and will be allowed to progress to use a ball point pen at the discretion of the teacher. 6th class children will write in pen. They will be encouraged to develop their own personal style of writing, with emphasis on fluency, legibility and presentation.

Assessment:

Assessment will be carried out on a regular basis each time the teacher corrects written work. The children will be encouraged to

- hold a pencil correctly
- form letters correctly
- use the correct writing posture

Senior classes will also:

- rule a margin
- number each sentence or sum when answering questions
- write the date at the top of each exercise.
- write the title at the top of each exercise.
- Concentrate on careful and attractive presentation of their work

Review:

This policy will be reviewed during the academic year 2020-21.

Signed: _____ (Chairperson)

Date: _____