

## Handwriting Policy

School Name: \_\_\_\_\_

***Edco Handwriting with Mrs Murphy*** is the scheme of work which will be used in all classes in our school. It is aligned to the **Primary Language Curriculum** and provides opportunities to engage in writing in a range of formats, while offering a practical approach to introducing handwriting.

The ultimate goal is that children will develop their own individual style of handwriting through fun, engaging and age-appropriate activities.

***Edco Handwriting*** provides an enjoyable graded writing experience for children, enabling them to progress from patterns to letters, to words, and onwards to fluent, legible handwriting.

### Learning Outcomes/Objectives

To enable the child to:

- develop a positive attitude to writing
- write clearly, correctly, legibly and fluently
- develop a high standard of penmanship
- develop their own style of handwriting

### Special Emphasis on

- **Pre-Writing/Writing Readiness**

***Edco Handwriting*** includes tracing of the letters with a finger, tracing in the air, tracing on the child's table and tracing in the book prior to writing the letter.

This programme builds fine motor skills by providing

- ✓ fun and engaging digitally-led warm ups
- ✓ practical activity suggestions

- ✓ pre-writing pattern work in each book, including 10 pages of pattern work in Book A
- ✓ pre-writing pattern work in the practice copies
- ✓ digital pre-writing activities
- ✓ targeted pre-writing activities corresponding to each lower-case letter in Book A

- **Correct Handwriting Setup**

Great emphasis is placed on the correct handwriting setup.

- ✓ each book features a useful pull-out flap to prompt correct
  - posture
  - pencil grip
  - page position
- ✓ a video and song to demonstrate the correct handwriting setup
- ✓ a video to specifically show how to form the correct pencil grip

- **Practice**

***Edco Handwriting*** supports letter formation through

- ✓ clear visuals
- ✓ a multi-sensory approach in Book A including finger tracing, crayon and pencil work
- ✓ a numbered step-by-step guide
- ✓ animated letter formation videos and interactive practice activities
- ✓ reinforcement of letter formation via the practice copy

- **Letter Families**

**Edco Handwriting** introduces letters in letter families. Letter formation is taught according to the shape of the letter.

- **Progression**

**Edco Handwriting** is phonetically prepared so that children at every level can read what they are writing. The books include practice of

- ✓ CVC words, Word Families (Book A)
- ✓ CVC words, Word Families, Simple Vowel Digraphs (Book B)
- ✓ Word Families, Sentences including vowel digraphs, magic e words, initial and final consonant blends (Book C)
- ✓ Vowel Digraphs, Sentences including initial and final consonant blends, double consonants, magic e words (Book D)
- ✓ Silent Letters, Double Consonants, Vowel Digraphs (Book E)
- ✓ Silent Letters, Word Endings, Vowel Digraphs (Book F)

- **Assessment**

**Edco Handwriting**

- ✓ includes revision and assessment pages in each book
- ✓ features self-assessment on milestone pages to encourage children to take pride in their handwriting
- ✓ is carefully scaffolded to offer support and progression within and between class levels
- ✓ children's progress will be tracked, assessed and recorded on the teacher assessment sheets

- **Step-Up Booklet**

(Tick if using the Step-Up Booklet and state which class.)

[ ] **Class** \_\_\_\_\_

The Step-Up Booklet offers support to pupils who are transitioning from pre-cursive to cursive handwriting. It provides practice pages for all 26 lower-case and capital letters as well as joins.

- **Edco Handwriting Content:** Tick which is appropriate for your school.

### **The Pre-cursive Pathway**

[ ] **Book A** focuses on pre-writing and pattern work and introduces all 26 lower-case letters

[ ] **Book B** revises lower case letters and introduces all 26 upper-case letters

[ ] **Book C** revises letter formation and focuses on fluency across a range of different formats

[ ] **Book D** revises letter formation and focuses on fluency across a range of different formats

### **The Cursive Pathway**

[ ] **Book A** focuses on pre-writing and pattern work and introduces all 26 lower-case letters. Attention is drawn to reading letters vs writing letters

[ ] **Book B** revises lower-case letters and introduces all 26 upper-case letters. Attention is drawn to reading letters vs writing letters. Joins are gradually introduced from Book B.

[ ] **Book C** revises letter formation and are designed to suit pupils familiar with cursive and those new to it

[ ] **Book D** revises letter formation and are designed to suit pupils familiar with cursive and those new to it

[ ] **Book E** introduces the imaginary line

[ ] **Book F** progresses to blue lines only towards the end of book

The books progress pupils from initial letter formation, to joins, to writing with fluency across a range of different formats

**Review:**

This policy will be reviewed in \_\_\_\_\_.

Signed:

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Principal)

Date: \_\_\_\_\_