

St. Fiacc's NATIONAL SCHOOL.
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, not 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 to handwriting
- Assist the children in holding writing implements correctly
- Help the children achieve a script which can be read easily
- Ensure the children develop a fluent, joined handwriting style

Styles and Implements used:

Junior & Senior Infants:

The children begin to learn handwriting in Junior Infants. In the Infant Classroom, the children learn to form their letters using a style of writing that is a pre-cursor to cursive writing. Letters include 'flick –ups' in readiness for joining.

The following activities are used to develop fine motor skills and strengthen grip.

Activities:

Tracing, Playdoh, Sand,
Multi-kinesthetic activities,
Threading, Pegs & Pegboards,
Cutting Activities, Links,
Paint & Paintbrushes,
Chalk, Markers.

Procedure:

- Sit straight, feet on floor
- Free hand on the page
- Tilt page
- 'Crocodile goes snap' for pencil grip

Pupils will use / complete the following:

Junior Infants:

- Pattern Booklet
- Pattern Copy
- Tracing Booklet
- Dot to Dot
- Colouring
- Junior Sum 20mm. Copies
- Blank Copies with 1 - 2 lines draw

Senior Infants:

- Project 15A copies
- Headline copies
- Nexus Triangular Pencils

Letter Formation is taught after Hallowe'en, in the following order:

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

Children's attention is drawn to the **position of letters on the line** ie.

Letters that **drop below the line** eg, g, y, q, j

Tall Letters eg. d, h, l, t, b, h, k, f

Capital Letters (Senior Infants)

***Some letters are taught differently from the cursive writing throughout the school eg f, b, s, z, r.**

First Class

- Consolidation and reinforcement of Senior infant work
- Use of Nexus pencils
- Emphasis on proper pencil grip
- Emphasis on good writing posture
- Emphasis on proper letter formation
- Emphasis on quality presentation

Resources

Handwriting Copy

Second Class

- Consolidation and reinforcement of above
- Use of HB pencils
- Emphasis on proper pencil grip
- Emphasis on good writing posture
- Emphasis on proper letter formation
- Emphasis on quality presentation
- ***Joined writing will be introduced during the third term. Introduction of modified letters r, k, e, f, d, b, p and q.*** The children begin by learning to join groups of letters, such as cccccc, before moving on to words and then sentences.

Resources

B2 Handwriting Copy

Third Class

- Use of HB pencils
- Emphasis on proper pencil grip
- Emphasis on good writing posture
- Emphasis on proper letter formation
- Emphasis on quality presentation
- Revision and consolidation of joining

***Pen Writing Licence:** From the end of February or beginning of March in 3rd class, pupils whom class teachers deem to have reached an acceptable standard in cursive writing, may be awarded a Pen Writing Licence. The awarding of this licence is at the discretion of the class teacher and may also be withdrawn if standards drop.

Resources

Handwriting Copy

Fourth Class

- Emphasis on proper pencil grip
- Emphasis on good writing posture
- Emphasis on proper letter formation
- Emphasis on quality presentation
- Use of brackets to correct errors.

Resources

Handwriting Copy

Fifth and Sixth Classes

- Emphasis on proper pencil grip
- Emphasis on good writing posture
- Emphasis on proper letter formation
- Emphasis on quality presentation
- Develop a fluent personal style of handwriting
- Write for more sustained periods

Resources:

Copybooks.

*The children are not allowed to use tippex.

**Blue/black pen only for writing

***Pencil only for Maths.

Assessment:

Assessment will be carried out on a regular basis each time the teacher corrects written work. Pupils will also self-assess their work. Work samples will be collected from all year groups to analyse progress on a whole school level.

The children will be encouraged to

- Hold a pencil correctly
- Rule a margin, write a heading and date (where appropriate)
- Form each letter and number correctly
- Ensure the letters are of the correct size and in the correct place in their copies
- Number each sentence or sum when answering questions
- Only write 1 number in each square in their maths copy
- Write the date on top of each exercise. 4th to 6th classes will write the date in full in English or Irish (as appropriate), as a way of learning the days of the week and the months of the year. 1st class will write the day of the week, while 2nd and 3rd write the full date, as a way of learning the days of the week and the months of the year.

Copies:

1st class use Project Copy 15A for Irish, English and Homework for the whole year.

2nd class use them for the first term or until the copy runs out and then they move onto

A11 copies.

3rd – 6th classes use **A11** copies for all subjects.

Pupils with Difficulty:

Senior Pupils who have particular difficulty in producing clear legible writing may be referred to the SEN Team for advice.



