



Bletchley Park
P R I M A R Y

Handwriting Policy

Effective: 22 August 2019

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Review Date: 22 August 2020



Rationale: Increasing evidence points to the need to have automatic, fluent handwriting as part of the writing process.

...automaticity in handwriting is an essential prerequisite to the production of high- quality, creative and well-structured written text.

The multiplicity of cognitive processes involved in writing....mean that when attempting to produce text, novice writers can experience significant problems with capacity limitation of working memory or cognitive load.(Riley, Beard et al, 2009.p 284)

In other words, if handwriting (along with other factors such as spelling and grammar) is automatic, the writer has more working memory available to focus on other aspects of writing such as creativity, the synthesis of information and attending to the needs of an audience.

Handwriting is therefore an essential component of the curriculum and needs to be taught explicitly. Particular emphasis need to be given to this skill in the early years so that fluent, cursive writing is developed as soon as possible. Students in the pre-compulsory years should be given extensive pre-writing activities to develop their fine-motor skills.

NSW Foundation is the font we use at Bletchley park Primary School. Teachers should aim to model this font when writing for their students. The school has decided that students can be introduced to speed loops as soon as they are ready; eliminating the need for extensive practise and modelling of touch joins.

Ref: The SAGE Handbook of Writing Development by Roger Beard, Professor Debra Myhill, Dr Jeni Riley, and Dr. Martin Nystrand (2009)



Phase of Schooling	Focus of Instruction	Materials
Kindy	<p>Term 1</p> <ul style="list-style-type: none"> Exposure/Modelling of NSW Foundation Pre-writing activities to develop fine-motor skills- playdough, tweezers, cutting, colouring, art & craft etc. Have a go at writing Copy names <p>Term 2</p> <ul style="list-style-type: none"> Introduce left to right starting points for name <p>Term 3&4</p> <ul style="list-style-type: none"> Encouragement to have go at writing. 	<p>Different types of paper-unlined Playdough Plasticine Wikki sticks Scissors Paint and brushes Construction paper Crayons, pencils, textas, chalk, whit eboards Eye droppers Dotted font Laminated name tags Writing table Environmental print including posters</p>
Pre-Primary	<p>Term 1: Fine Motor skills Finger strengthening and dexterity activities Cutting more complex shapes Model left to right, top to bottom, anti-clockwise directions. Have a go at writing for phonics and writing lessons. Write names</p> <p>Term 2: Name writing with correct formations NSW Foundation Directionality and cross patterning everyday Introduce a variety of paper at writing table.</p> <p>Term 3 and 4: Model and practise individual letters and techniques. Copy environmental print.</p>	<p>Different types of paper including unlined paper Playdough Plasticine Wikki sticks Scissors Paint and brushes Construction paper Crayons, pencils, textas, chalk, whiteboards Eye droppers Dotted font Laminated name tags Writing table Environmental print including posters</p>
Year 1	<p>Sem 1-Lots of patterns to consolidate directionality – anti-clockwise circles, top to bottom, left to right etc NSW Foundation – establish correct formation with emphasis on starting points and exits.</p> <p>Sem 2- consolidation of letter formation and size.</p>	<p>Lined paper 24mm Dotted thirds optional term 4. (should be used with consideration for the individual needs of child)</p>

		Unlined paper including butchers' paper Handwriting Text
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Year 2	<p>Consolidation of letter formation, slope and size. Emphasis on starting points and exits. Patterns that emphasise sloping joins </p> <p>Increasing speed.</p>	<p>18mm lined paper Dotted thirds optional for presentation or formal lessons Handwriting Text HB pencils</p>
Year 3	<p>Semester 1: Consolidation of letter formation, slope and size. Emphasis on starting points and exits. Modelling of joined /cursive writing (familiarise children with reading cursive script)</p> <p>Patterns that emphasise sloping joins </p> <p>Semester 2: Teach joins formally- touch joins and/or speed loops. Most students using joined cursive in their everyday work by end of year.</p>	<p>Line width 14mm. Dotted thirds optional for presentation or formal lessons. Ordinary 14mm lines for everyday work.</p> <p>HB pencils Handwriting Text</p>
Year 4-6	<p>Consolidate joins-speed loops as quickly as possible on a needs basis. Students use joined writing in all everyday word. Emphasis on legibility, fluency. Revise printing for maps, diagrams etc. Lettering as an extension.</p>	<p>Year 4 :12mm Year 5-7: 8mm Blue or black pens for writing. HB pencils for maths Slope sheets (attached) WA Handwriting Texts NO Liquid Paper please</p>

