

## Getting ready to write

1. Are you sitting comfortably with both feet on the floor?
2. Are you holding your pencil correctly?
3. Is your paper at the correct angle?



## Handwriting CHECKLIST

1. Are you forming your letters correctly?
2. Are any letters too tall or too short?
3. Are the descenders of any letters too long or too curly?
4. Is there a space between your letters?
5. Is there a space between your words?
6. Are you making the four joins correctly?

# Woden Primary School



Handwriting policy.  
A guide for families.

Writing is an important way of communicating with other people. Therefore it is important that others can easily understand that writing. Good hand writing is taught and encouraged throughout Woden Primary School. We recognise that all children, whatever their ability, will derive great pleasure from producing work which is neat and correctly presented, and that this will have a positive effect on their self-esteem.

So, the Nelson Handwriting programme is used throughout the school. The correct pencil grip, posture and position of paper for right and left-handers is taught and encouraged.



## Joining sets

### Set 1

a c d e f h i j k l m n s t u

12 letters with exit flicks plus s



### Set 2

a c d e g i j m n o p q r s u v w x y

19 letters which start at the top of the x height

### Set 3

b f h k l t

6 letters which start at the top of the ascender

### Set 4

f o r v w

5 letters which finish at the top of the x height



Below are details of our letter formation and policy on teaching joins:

a b c d e f g h i j k

l m n o p q r s t u

v w x y z

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0



## Letter families:

### Stick family:

l i f t

### Stick and over family:

r n m h b k

### Round family:

c o a d e s

### Tail family:

j g y p q

### Odd family:

v w x z

### Extras :

ch sh th tr dr wh



## Break letters

bgjpxyz



**Eight letters after which no join is made. Joins are not made to or from the letter z.**

## Joins

1. diagonal joins to letters without ascenders :

*in, ai, ar, un, am,*

2. horizontal joins to letters without ascenders :

*oa, wo, ou, vi, am*

3. diagonal joins to letters with ascenders : *ab, ul, it, ch*

4. horizontal joins to letters with ascenders : *ol, wh, ot, ob*

Throughout school, handwriting continues to be taught usually in conjunction with a phonics or spelling pattern so that the two areas of learning complement each other.

Most recorded work will be completed in pencil. When children in Years 5 and 6 have achieved an accurate and fluent style, they progress to writing with a handwriting pen for 'best' pieces of work and display.



To develop good handwriting these are some points that need to be addressed.

The three 'P's' – posture, paper and pencil

Handwriting rules (to be shared with all adults working with individuals or groups of children)

- Hold the pencil correctly
- Start and finish letters correctly
- Know the difference between upper and lower case letters
- Letter size, shape and spacing need to be considered, ie:
  - keep downstrokes the same angle
  - tall letters should be the same height – except t
  - tails of letters should be the same length