

## **Slieveardagh National School** (built 1969)

The Commons, Thurles, Co Tipperary, E41 PD39

Roll 11470B

# **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
- To enable children to write fluently, comfortably, quickly and legibly.
- Handwriting Workbooks from the “Just Handwriting” Series, published by Educate.i, Mrs. Murphys handwriting copies, have been adopted for use in 1<sup>st</sup> to 6<sup>th</sup> Class throughout the school. Special handwriting “Learn to Write” B2 and B4 copies may also be used for practice.
- Script Handwriting will be used from Junior Infants to 2<sup>nd</sup> Class with Cursive writing commencing in 3<sup>rd</sup> Class.

### **Styles and Implements used:**

#### *Junior Room*

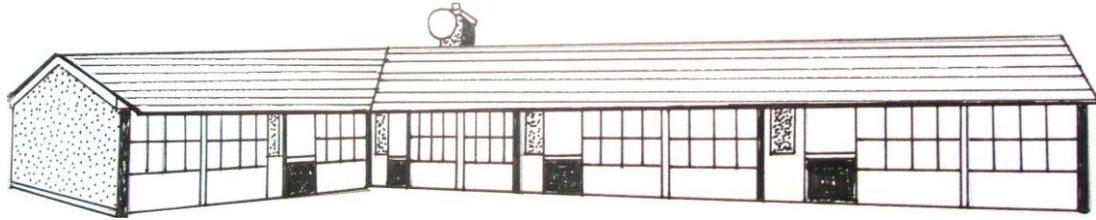
The children begin to learn handwriting in Junior Infants. In the Infant Classroom, the children learn Script writing. The children use triangular grip pencils. Mrs. Murphys Handwriting Copies are used in Junior Infants and senior infants

#### **Infant Level:**

In Junior Infants, the focus is on the correct formation of all lowercase letters with ‘tails’.

Jolly Phonics is to be used to teach early Phonics and Letter Identification and formation in the Infant Classes. This programme teaches the formation of lower case letters from the start.

Uppercase letters are taught in Senior Infants, This lays the foundation for cursive writing. Supplementary copy books are provided at infant level.



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1st / 2nd Class:

In First Class, Pre-cursive letter formation is introduced

In Second Class, the width of the lines changes from 6mm to 5mm. All writing exercises are meaningful e.g. recipes, quiz questions.

3rd / 4th Class:

In Third Class, children are introduced to lowercase, cursive looped writing. Later in the year, capital letters are introduced.

When cursive writing is well established in Fourth Class, children begin to write with a pen.

5th /6th Class:

In Fifth or Sixth Class, lower and uppercase letters are revised and writing rules are re-visited.

The children then learn Cursive writing from 3<sup>rd</sup> class to 6<sup>th</sup> Class. The children begin by learning to join groups of letters, such as cccccc, before moving on to words and then sentences.

### **Letter order:**

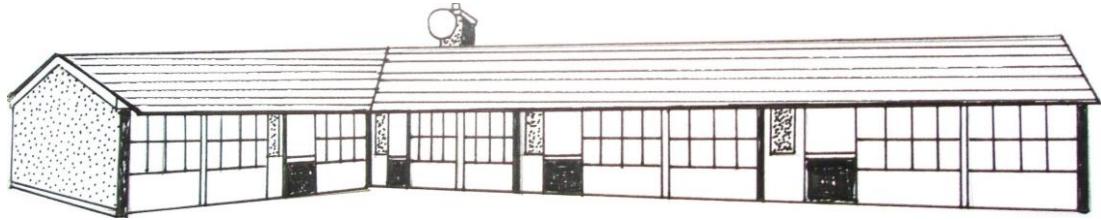
The recommended way to teach the letters is in groups of letters formed in a similar fashion, to draw the children's attention to the similarities.

#### Lower Case Order

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

#### Upper Case Order

- C O S Z
- V W I L
- H A T Y
- K X F E
- M N U J
- D B G
- P R Q



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### **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
- rule a margin
- form each letter and number correctly
- ensure the letters are of the correct size and in the correct place.
- number each sentence or sum when answering questions
- only write 1 number in each square in their maths copy
- write the date, title and page number on top of each exercise (3<sup>rd</sup> – 6<sup>th</sup>).

### **Review:**

This policy will be reviewed the end of the academic year 2024.

Signed: \_\_\_\_\_ (Chairperson)

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