Kennington Primary School

HANDWRITING POLICY

Rationale:
- The goal of the Handwriting Policy is to clearly outline the skill set expected at various levels across the school. It is to sit alongside the school’s English Program.

Aim:
- The Handwriting Policy aims to give teachers, parents and students a clear understanding of expected standards of achievement at each VELS level. It will clearly outline what students should achieve at each level and develop sequentially.

Implementation:
- The school’s handwriting Policy is to be read in conjunction with Kennington Primary School’s English/Writing and VELS guidelines
- The expectations outlined in the Handwriting Policy will be clearly communicated to the school community through inclusion in teacher documents at the beginning of each year, classroom teachers instruction, Information Sessions and Parent Teacher Interviews
- Handwriting expectations are to be clear, consistent and sequential across the school as outlined below

Prep:
- understanding of appropriate use of capital and lower case letters
- correct pencil grip taught, ‘grips’ used if necessary
- plain paper used, no lines (lines introduced as appropriate, usually term 4, 24mm
- all tall letters and capitals to take up 2 spaces on dotted thirds except ‘t’
- all tail letters to use the top third below
- all letters to sit appropriately on the line
- writing to travel from left to right across page
- writing to begin at the top left hand corner of the page
- letters to be correctly formed and of appropriate size
- starting points of letters to be correct
- correct formatting of work, eg, LHS for Practice Page, RHS for work
- words spaced correctly, i.e: two finger spaces between words, no big gaps in work
- progressing through work books in sequence
- not scribbling in their work books
- errors to have brackets around them or a single line through them
- no erasers to be used
- no graffiti in work books
- write in grey lead pencil only
- correct posture to be used and reinforced when writing : back straight, both feet flat on the floor, page turned to appropriate angle
- write in Victorian Modern Script
- handwriting to be taught in letter families
- teachers at the beginning of the year, then students, to write the date on their work
- writing to legible and neatly presented

Grade 1 / 2:
- all students write upper and lower case letters legibly and with consistent size, slope and spacing
- all students to use dotted thirds. Grade 1 = 24mm, Grade 2 18mm
- all tall letters and capitals to take up 2 spaces on dotted thirds except ‘t’
- all tail letters to use the top third below
- all letters to sit appropriately on the line
* writing to begin at the top left hand corner of the page
* all letters to be formed and sized correctly
* starting points of letters to be correct
* correct formatting of writing, eg, half of LHS page to be used for Practise Page. Write across 1½ pages
* no big gaps or blank pages in work
* no scribbling out in work books
* errors to have brackets around them or a single line through them
* no graffiti in work books
* write in Victorian Modern Script
* all work to be correctly dated
* ruling up in grey lead. Ruler width down LHS. Line across top of page (End of Grade2)
* rule off after work completed (end of Grade 2 only)
* writing to legible and neatly presented

**Grade 3 / 4:**
* no graffiti in work books
* progress from grey lead to pen ‘Pen License’?
* write in Victorian Modern Script and begin to use Cursive
* all work to be correctly dated
* pages ruled up in red across the top and ruler width margin. (no ruling in maths grid book)
Draft book ruled at top with LHS folded in half as Practise Page

**Grade 5 / 6:**
* appropriate use of capitals and lower case letters
* appropriate pen/pencil grip
* students to use dotted third workbooks (18mm)
* be able to demonstrate joining of all letters on dotted third lines and write using cursive links
* be aware of entry and exit points for each letter
* no scribbling out. Brackets around errors. Promote use of jotters for ‘doodling’
* no liquid paper to be used but erasers are fine
* no graffiti in work books
* may write in blue or black pen, or grey lead pencil. Red pen only for ruling up
* letters to be formed accurately by this stage in accordance with Victorian Modern Cursive Script, based on oval and wedge shape
* all lower case letters to be written in one movement except f, I, k, t and x
* all work to be correctly dated and titled
* as per level 3. LHS should be ruled.
* rule off when work completed
* workbooks and pages to be neatly presented at all times. Students who do not maintain a reasonable standard of presentation may be asked to re-do or complete at home. May be asked to replace work books if vandalised
* numerals to be recorded accurately and placed appropriately on dotted 3rd lines

**Evaluation:**
This policy will be reviewed in line with review cycle.


This statement was last ratified by School Council in May 2009