**Handwriting Policy**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Edco Handwriting with Mrs Murphy*** is the scheme of work which will be used in all classes in our school. It is aligned to the **Primary Language Curriculum** and provides opportunities to engage in writing in a range of formats.

Through fun, engaging and age-appropriate activities the children will develop clear, legible and fluent handwriting. The ultimate goal is that children will

develop their own individual style of handwriting.

***Edco Handwriting*** offers a practical approach to introducing handwriting. It provides an enjoyable graded writing experience for children, enabling them to progress from patterns to letters, to words, and onwards to fluent, legible handwriting.

**Learning Outcomes (Objectives)**

To enable the child to:

* develop a positive attitude to writing
* write clearly, correctly, legibly and fluently
* develop a high standard of penmanship
* develop their own style of handwriting

**Special Emphasis on**

* **Pre-Writing / Writing Readiness**

***Edco Handwriting*** places great emphasis on pre-writing and writing readinesswith lots of pattern work, tracing of the letters with a finger, tracing in the air, tracing on the child’s table and tracing in the book prior to writing the letter.

This programme builds fine motor skills by providing

* fun and engaging digitally-led warm ups
* practical activity suggestions, e.g.
* scribbling
* taking a line for a walk
* lacing
* threading beads
* cutting
* marla / play dough
* tearing paper
* scrunching paper
* peg boards
* clothes peg activities
* tracing patterns in salt or rice
* finger action rhymes
* pre-writing pattern work in each book, including 10 pages of pattern work in Book A
* pre-writing pattern work in the practice copies
* digital pre-writing activities
* targeted pre-writing activities corresponding to each lower-case letter in Book A
* **Correct Handwriting Setup**

Great emphasis is placed on the correct handwriting setup.

* each book features a useful pull-out flap to prompt correct
* posture
* pencil grip
* page position
* a video and song to demonstrate the correct handwriting setup
* a video to specifically show how to form the correct pencil grip
* **Practice**

***Edco Handwriting*** supports letter formation through

* clear visuals
* a multi-sensory approach in Book A including finger tracing, crayon work and pencil
* a numbered step-by-step guide
* animated letter formation videos and interactive practice activities
* reinforcement of letter formation via the practice copy
* **Letter Families**

***Edco Handwriting*** introduces letters in letter families. Letter formation is taught according to the shape of the letter.

* **Progression**

***Edco Handwriting*** is phonetically preparedso that children at every level can read what they are writing. The books include practice of

* CVC words, Word Families (Book A)
* CVC words, Word Families, Simple Vowel Digraphs (Book B)
* Word Families, Sentences including vowel digraphs, magic e words, initial and final consonant blends (Book C)
* Vowel Digraphs, Sentences including initial and final consonant blends, double consonants, magic e words (Book D)
* Silent Letters, Double Consonants, Vowel Digraphs (Book E)
* Silent Letters, Word Endings, Vowel Digraphs (Book F)
* **Assessment**

***Edco Handwriting***

* includesrevision and assessment pagesin each book
* features self-assessment on milestone pages to encourage children to take pride in their handwriting
* is carefully scaffolded to offer support and progressionwithin and between class levels
* children’s progress will be tracked, assessed and recorded on the teacher assessment sheets
* **Step-Up Booklet**

(Tick if using the Step-Up Booklet and state which class.)

**[ ]** **Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Step-UpBooklet offers support to pupils who are transitioning from pre-cursive to cursive handwriting. It provides practice pages for all 26 lower-case and capital letters as well as joins.

* ***Edco Handwriting* Content:** Tick which is appropriate for your school

**The Pre-cursive Pathway**

**[ ] Junior Infants**

**Book A** focuses on pre-writing and pattern work and introduces all 26 lower case letters

**[ ] Senior Infants**

**Book B** revises lower case letters and introduces all 26 upper case letters

**[ ] First Class**

**Book C** revises letter formation and focuses on fluency across a range of different formats

**[ ] Second Class**

**Book D** revises letter formation and focuses on fluency across a range of different formats

**The Cursive Pathway**

**[ ] Junior Infants**

**Book A** focuses on pre-writing and pattern work and introduces all 26 lower case letters. Attention is drawn to reading letters vs writing letters

**[ ] Senior Infants**

**Book B** revises lower case letters and introduces all 26 upper case letters.

Attention is drawn to reading letters vs writing letters. Joins are gradually introduced from Book B

**[ ] First Class**

**Book C** revises letter formation and are designed to suit pupils familiar with cursive and those new to it

**[ ] Second Class**

**Book D** revises letter formation and are designed to suit pupils familiar with cursive and those new to it

**[ ] Third Class**

**Book E** introduces the imaginary line

**[ ] Fourth Class**

**Book F** progresses to blue lines only towards the end of book

The books progress pupils from initial letter formation, to joins, to writing with fluency across a range of different formats

**Review:**

This policy will be reviewed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

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