

St Veronica's RC Primary School



Not just a school; a family.

Design and Technology Policy

The Mission Statement of St Veronica's RC Primary School

Secure in the love of Jesus, we

Try to do our best.

Valuing all God's family, we recognise that

Each one of us is special.

Respecting everything God has made, we use

Opportunities to explore and learn.

Never overlooking the needs of others, we

Include everyone, helped by our

Caring, friendly, Catholic community.

Always forgiving, we

Share and celebrate the life of Jesus

Aims

1. To know the importance of clear and neat presentation in order to communicate meaning effectively.
2. To write legibly in both joined and printed styles with increasing fluency and speed by:
 - Having a correct pencil/pen grip
 - Forming all letters correctly
 - Knowing the size and orientation of letters

Teaching Time

There should be a minimum of 2 x 15 minutes handwriting lessons each week as well as time to practice.

Children who find handwriting particularly difficult will be targeted for extra intervention. This may be either in a morning group or through extra support in class.

Model Used

Saint Veronica's has adopted the Rosemary Sassoon "Handwriting – The Way to Teach Separate and Joined Letters" scheme.

Through this children will be taught:

- The formation of all lower case letters.
- The formation of all upper case letters.
- The formation of numerals.
- How to join letters correctly.

Methodology

- Seating and posture
- Chair and table should be at a comfortable height

- The table should support the forearm so that it rests lightly on the surface and is parallel to the floor
- Encourage children to sit up straight and not slouch
- The height of the chair should be such that the thighs are horizontal and feet flat on the floor
- Tables should be free of unnecessary clutter
- Rooms should be well lit
- Where possible left handed pupils should sit on the left of their partners

Teaching sequence will be:

- Hand and finger strength
- Physical preparation
- Tracing
- Patterns
- Over teacher's writing (or other printed materials)
- Under teacher's writing (or other printed materials)
- Independence

Teaching techniques for teaching letter formation may include:

- Demonstrate or Talk through the process
- Encourage children to verbalise the process
- Children form letters in the air
- Finger trace over tactile letters
- Write over highlighter pen
- Write over dotted letters
- Draw round templates
- Write in sand with finger or stick
- Write with chalk on chalkboard
- Wax resist letters
- Form letters with pegs on pegboard
- Form letters with beads in plasticine

- Finger trace the outline of letters on the back of the person in front

Children will be provided with appropriate writing materials.

Teachers will encourage that all children hold their pencils/pens correctly:

- Hold lightly between the thumb and forefinger - forefinger resting on the first knuckle of the middle finger about 3cm away from the point
- The paper should be placed to the right tilted slightly to the left
- Use the left hand to steady the paper

The separate needs of left-handed children will be identified and catered for.

Hold lightly between thumb and forefinger resting on the first knuckle of the middle finger

- Hold about 3cm from the tip
- The hand should be kept below the writing line
- The paper should be tilted slightly to the right at about 20 - 30°
- Use the right hand to steady the paper

The correct formation, spacing and size of letters and words will be practised, starting with teacher demonstration. This involves moving from gross motor skills to fine motor skills – arm, hand, finger, pencil, pen – using a variety of media.

The need for different forms of writing for different purposes will be identified and reinforced eg printing for labelling maps and diagrams; a clear, neat hand for finished work, capitalization, bold etc

Good printing and handwriting will be celebrated and given status.

Progression

Year R

Children will learn to form all lower case letters and numerals correctly and begin to print their written work.

Year 1

Children will continue to learn to form lower case letters and numerals correctly, to form capitals correctly and to print their written work

Year 2

Children will continue to learn to form letters and numerals correctly and to print their written work. In the Summer term children will be taught how to start to link letters according to the Sassoon style.

Year 3

Children will continue to refine their letter formation and continue to learn and practise linking the letters according to the Sassoon style.

Year 4

Children will continue to develop increasingly fluent joined handwriting, with regular opportunities to practise and address difficulties.

Year 5

Children will continue to develop increasingly fluent joined handwriting, with regular opportunities to practise and address difficulties. Children will earn a handwriting pen after demonstrating consistently neat handwriting and this will be celebrated at Praise Assembly.

Year 6

Children will continue to develop increasingly fluent joined handwriting, with regular opportunities to practise and address difficulties. Children will write in pen in exercise books at all times.