

Casuarina Street Primary school

Handwriting Policy



School Vision:

We strive to achieve. Learners at CSPS have an embedded belief that they are capable of achieving success. We are able to articulate our goals and devise a plan to achieve them.

Rationale:

Support students to develop a fluent, legible handwriting style, beginning with unjoined letters and moving to joined letters.

Casuarina Street Primary School is committed to using The Victorian Modern Cursive handwriting style to enable students to develop an automatic, fluent and legible handwriting style that allows them to communicate effectively when writing for different purposes. Students learn a foundation style and then learn how to join letters to form a cursive script. It is expected that students leaving this school in Year 6 will have developed a fluent, automatic and legible style which will enable them to write for increasing periods of time.


We believe a legible and fluent handwriting style is a relevant skill within our society and continues to be a fundamental skill of a literate person despite the impact of new technologies.

Aims:

- To use the conventions of written language to enable the writer to record ideas and messages in a text that can be read by others.
- To teach handwriting skills in the context of authentic writing tasks – that is, students learn handwriting best as they compose texts that are meaningful to them.
- To introduce and foster the development of handwriting skills in the context of authentic literacy activities moving toward a uniform presentation across the whole school.

Implementation:

- To teach handwriting within Literacy as this is where teaching handwriting is most effective.
- To consistently use and display Victorian Modern Cursive in the classroom.
- To reinforce in other learning areas.
- Victorian Modern Cursive is available as a font at <https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/Pages/handwriting.aspx> which teachers can use to generate a range of resources for classroom use.
- Teachers will assess students' handwriting in terms of the following qualities: legibility, aesthetic appeal, speed and fluency. These will be assessed both formally – once per semester – and informally, on an ongoing basis.

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Handwriting Expectations

<u>Year</u>	<u>Australian Curriculum</u>	<u>Paper</u>	<u>Line Size</u>	<u>Writing Tool</u>	<u>Corrections</u>	<u>Ruling Up</u>	<u>Time allocation</u>	<u>Handwriting Text / Terminology</u>
Preschool		Plain paper	Plain paper	Everything	Cross out	x	fine motor rotations, mat, sessions and demonstrated activities	Casey Caterpillar Modern Victorian Cursive
Trans	Produce some lower case and upper case letters using learned letter formations	Plain Paper / Dotted Thirds	24mm	Thicker Triangular pencils 2B Pencil grip as needed	Cross out	x	3 x 20 min Combined with fine motor rotations, mat, sessions and demonstrated activities	Casey Caterpillar Modern Victorian Cursive
1	Write using unjoined lower case and upper case letters	Dotted Thirds	24mm	Thicker Triangular pencil 2B Pencil grip as needed	Cross out	x	3 x 20 min sessions	Casey Caterpillar Modern Victorian Cursive
2	Write legibly and with growing fluency using unjoined upper case and lower case letters	Dotted Thirds	18mm	Standard HB Pencil Pencil grip as needed Red pencil Ruler	Cross out Eraser used at teacher discretion.	x	3 x 20 min sessions	Casey Caterpillar Modern Victorian Cursive
3	Write using joined letters that are clearly formed and consistent in size	Dotted Thirds	18mm	Standard HB pencil. Red and Blue pen (license can start) Ruler Pencil grip as needed	Rule line through error. Eraser used at teacher discretion.	Underline headings and sub headings.	3 x 20 min sessions	Modern Victorian Cursive
4	Write using clearly-formed joined letters, and develop increased fluency and automaticity	Dotted Thirds	14mm	Standard HB pencil. Red and Blue pen (license can start) Ruler	Rule line through error. Eraser used at teacher discretion.	Underline headings and sub headings	3 x 20 min sessions	Modern Victorian Cursive
5	Develop a handwriting style that is becoming legible, fluent and automatic.	Dotted Thirds	8mm	Standard HB pencil. Red and Blue pen Ruler	Rule line through error Eraser used at teacher discretion.	Underline headings and sub headings	2 x 20 min sessions	Modern Victorian Cursive
6	Develop a handwriting style that is legible, fluent and automatic and varies according to audience and purpose.	Lined paper	8mm	Red and Blue pen Standard HB pencil Ruler	Rule line through error Eraser used at teacher discretion.	Underline headings and sub headings	2 x 20 min sessions	Modern Victorian Cursive

Other Considerations

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- Pencil Grips
- Left handers
- Reasonable adjustments for tools such as; paper, pencil grips, line size, level of support
- Lead pencils used at teachers discretion for Mathematics
- New students to the school with fluent and legible writing will not be required to change their writing style from Year 3 onward.

Pen Licence Criteria

Pen Licence Criteria Consistently demonstrate handwriting that is

1. Evenly spaced
2. All upper and lower letters are formed and joined correctly
3. Lines are used correctly and letters are sized appropriately
4. Smooth and fluent

Achieving a Pen Licence:

- Students need to have demonstrated the above criteria consistently in Year 4, but can receive a pen license in Year 3 if all above criteria are achieved and maintained.
- In order to be awarded a Pen Licence, the above criteria must be demonstrated across a range of learning areas.
- Students are to be made aware that once the pen licence is issued, it may be retracted at any time for illegible writing or for not consistently demonstrating the above criteria.

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