



Kildalkey N. S.
Athboy Road,
Kildalkey,
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C15R2AV
046 9435286
www.kildalkeyns.com



Kildalkey N.S. Handwriting Policy



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Rationale:

Handwriting has been identified as the main focus for School Self Evaluation. The existing handwriting policy is due for review and teachers had expressed concerns about the standard of handwriting within the school.

Aim

We seek to enable the child to develop his/her potential where handwriting is concerned thus leading to legible and efficient handwriting at an early stage. Children learn to write by writing!

The Importance of Handwriting

We understand that a child's writing begins before they even enter school in the form of scribbles, however in school, we aim to create a more structured approach. Careful presentation enhances the content of written work, and pride in well-presented work can be a powerful incentive to overall learning. Clear writing also helps retention and recall of words in reading and spelling. It is the aim of the school to raise the standards of handwriting and thus improve the self-esteem of all the pupils whom we teach. Students will spend 10 minutes every morning, from 9:20 to 9:30, practising handwriting.

Essential Skills Taught

- How to write from left to right and top to bottom
- Using correct and consistent shape and size of letters
- The importance of using appropriate and consistent spacing of letters and words.
- How to write in a printed style
- How to form and join each letter of the alphabet and to write in a legible cursive script
- How to use different forms of handwriting for different purposes.



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Teachers should observe the following points:

- Posture.
- Position in relation to desk.
- Position of student in relation to left/right hand use.
- Positioning of the paper.
- Noticing whether the writing is relaxed.
- Noticing whether the pressure is correct - the pen should be held lightly, about an inch from the point between the thumb and first finger with the middle finger giving support.
- The formation of letters should be in the correct direction, e.g. clockwise or anti-clockwise.
- Noticing whether the methods of joining are appropriate or inappropriate.

Classes:

Féileacáin: Varies from child to child, week to week based on the child's individual targets.

Misneach: Varies from child to child, week to week, based on the child's individual targets.

Junior Infants:

Children will work on lots of fine motor activities to strengthen the muscles needed for writing. Handwriting Without Tears is in use and therefore the children will learn to write letters in accordance with this scheme, following the order of the scheme. Lots of songs and rhymes are used to teach correct pencil grip and starting letters at the top.

The children will learn capital letters first then lower case.

The children will begin by learn how to write their first name correctly using capital letters only, and then lower case with capitals only, at the beginning of their names.



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Blank and Size 15A copies and Ready Steady Write A will be introduced. The children will work entirely in pencil.

Senior Infants:

The children will learn how to write their full name correctly using capital letters only at the beginning of each word with subsequent letters in lower case. Children will continue to develop letter formation and work on letter size. Blank and Size 15A copies and Ready Steady Write B (Precursive) will be used. The children will work entirely in pencil.

First Class:

The children will focus on letter size and spacing in sentence writing. They will use capital and lower-case letters appropriately.

The children will use Size A11 copies and Ready Steady Write 1 (Precursive). They will also use Size B2 sheets to reinforce correct letter formation. The children will work entirely in pencil.

Second Class:

At this stage, letters should be appropriately sized and spaced in all written tasks. The children will begin to look at individual cursive letters in preparation for cursive writing in Third Class. Children will use Size A11 copies and Ready Steady Write 2 (Precursive). They will also use Size B2 sheets. The children will work entirely in pencil.

Third Class:

The children will begin to work using cursive writing, both higher and lower case. The children will use Size A11 copies, Size B4 headline copies and Ready Steady Write 1 (cursive). Pencils will be used for written tasks until the pen licence is obtained during Third Class. Maths will always be completed in pencil.

Fourth Class:

The children will work entirely using cursive writing, both higher and lower case. The children will use Size A11 copies, Size B4 headline copies and Ready Steady Write 2 (cursive). Pen will be used for all work, except for Maths and drawing tasks, where pencils will be used.



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Fifth Class:

The children will work entirely using cursive writing, both higher and lower case. They will also use an additional cursive writing book Ready Steady Write 3 (cursive).

The children will use Size A11 copies and Size B4 headline sheets. Pen will be used for all work, except for Maths and drawing tasks, where pencils will be used.

Sixth Class:

The children will work entirely using cursive writing, both higher and lower case. The children will use Size A11 copies and Size B4 headline sheets. Pen will be used for all work, except for Maths and drawing tasks, where pencils will be used.

Pencil/Pen

Pencil will be used from Junior Infants up to the end of third class for all subjects. Pen will be used in fourth class after the children have obtained their pen licence in Third Class. The timing of obtaining a pen licence may vary from student to student and may occur any time from the middle of third class until the end of third class. All work will be completed in pen by fourth, fifth and sixth classes with the exception of Mathematics, where pencil will be used.

Students may use blue black and red ink only.

Novelty pens are not permitted as these may affect grip and presentation.

Tipp-Ex

A Tipp-Ex Roller/Mouse is the only form of Tipp-Ex permitted. Liquid Tipp-Ex in any form is prohibited. A Tipp-Ex Roller may be used from 4th to 6th Class.

Print to Cursive

- Pupils move to cursive script in the middle of 3rd class.
- Homework will not be completed in cursive writing until 4th class. This is not mandatory for all students.
- There may be exceptions to writing in cursive in the senior classes due to individual needs.



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Left-Handed Children

The school recognises that left-handed children have different needs from right-handed children. Care should be taken in lighting, seating and using correct writing tools. Allowances need to be made for appropriate space and for the paper to be placed to the left side of the child.

Extra Requirements

Teachers must ensure that any child who requires a slant board or specialised pencil/pen grip is using same when writing. A slant board should be recommended by an Occupational Therapist for use in class.

Roles of Responsibility

The teachers will be responsible for checking on the handwriting of the child in class. Both the parents/guardians and teachers will be responsible for checking on the homework handwriting. The children also have a duty and are expected to do their best at all times where handwriting is concerned. The importance will be placed on legibility as the child becomes more competent.

Ratification and Review.

This policy was re-ratified by Board of Management on 25th October 2023.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____



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Log of Actions:

- Reviewed by staff in April 2023
- Ratified by BOM on 23rd May 2023
- Reviewed by staff on 12th September 2023.
- Ratified by BOM on 25th October 2023.