



HANDWRITING POLICY

Mitcham Primary School

RATIONALE

Handwriting involves the progressive development of fine motor skills necessary for recording written communications in a fluent and legible way.

PURPOSE

The School aims to assist students to develop a clear, fluent and automatic style of handwriting.

GUIDELINES

Students will be encouraged to:

- Use the correct pencil grip
- Practise relevant hand and finger movements and writing patterns
- Form letters correctly using the Victorian Cursive Script.

Teachers need to:

- Teach the Victorian Modern Cursive style of handwriting
- Understand the development of writing skills
- Provide and set appropriate standards and good modelling for handwriting
- Ensure that appropriate materials and implements are provided and that classroom conditions are suitable
- Build a desire among students to achieve a neat, legible standard of writing in all presented work
- Deal with incorrect letter formations as they occur
- Teach correct joining techniques to Year 3 students as they show readiness.
- Introduce the use of pens at an appropriate level (Pen Licence - Year 4)
- Focus on legibility, fluency and speed at higher year levels to prepare students for secondary school requirements.
- Recognize and understand left-handedness EG: by provision of appropriate scissors, writing paper etc.
- Provide relevant support for students demonstrating continuing issues with handwriting skills.

RESOURCES

- The Teaching of Handwriting – Murray Evely

EVALUATION

This policy was last updated on June 2018 and is scheduled for review in June 2020.

Ratified by school council on the: 11th September 2018

RELATED DOCUMENTS

- DEET Handwriting- (<https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/literacy/writing/Pages/litfocushandwriting.aspx>)