



Good Shepherd Catholic School

— Lockridge —

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Handwriting Policy

Preamble

1. Throughout history, the process of communication through handwriting has altered according to the changing needs, values and technology of society. The need for the teaching of handwriting remains essential despite the introduction of computer technologies.
2. In recording his/her ideas, thoughts and feelings, a child needs a relaxed technique and style of handwriting that can be produced with confidence for a sustained period.
3. By practising the techniques and using appropriate materials; developing writers gain the ability and confidence to produce a legible style that supports written communication.
4. Legible and fluent handwriting can only develop through correct letter formation and joining.
5. Assessment should be on going and purposeful.

Principles

1. To assist in the development of legible, fluent and aesthetically appealing handwriting.
2. To assist the child to produce high quality handwriting with speed and ease.
3. To encourage the child to develop pride in his/her printing and handwriting by maintaining the standards of presentation.
4. To encourage the child to develop his/her own personal styles of handwriting.
5. To assist the child to develop the skills necessary to enable the self-evaluation of handwriting and correction of errors.

Procedures

1. Whole class strategies; instruction and modelling of letter formation, correct posture and pencil hold.
2. Emphasis to be focussed on:
 - a. Correct posture pencil /pen hold
 - b. Placement of paper/books
 - c. Formation of letters, joins and numerals
 - d. Speed
 - e. Fluency
 - f. Size of letters
 - g. Shape of letters
 - h. Slope
 - i. Spacing of letters/words
 - j. Correct starting points
 - k. Aesthetic appeal
3. Monitoring and Individual Intervention strategies as necessary across the curriculum.
4. Pre-Primary, opportunity to explore pencil manipulation.

5. Year 1 to Year 3 – the development of Victorian Modern Cursive Print formation of both upper and lower case and numerals
6. Introduction of Victorian Modern Cursive Writing at the end of Year 3
7. Introduce the use of pens from Year 4 retain for Year 5 - 7
8. Consolidate Victorian Modern Cursive Writing in Year 4-7
9. Suggested time allocation
 - Yr 1-2 modelled lesson daily - 20min
 - Yr 3 modelled lesson 3 times a week - 20min
 - Yr 4-5 modelled lesson twice a week - 20min
 - Yr 6-7 as needed

Assessment

1. Assessment of student's handwriting should be an integral part of all lessons.
2. Handwriting sample to be included in Semester 1 & 2 Portfolios. This sample could be any written English across the curriculum or a specific handwriting sample.
3. Aspects to be assessed, teacher records to be maintained:
 - a. Correct posture
 - b. Pencil/pen hold
 - c. Placement of paper/books
 - d. Formation of letters, joins and numerals
 - e. Speed and fluency
 - f. Size and shape of letters
 - g. Slope and spacing of letters
 - h. Correct starting points
 - i. Aesthetic appeal
4. Portfolio sample should include a rubric/checklist that covers 2-3 of the above criteria.