

Programmes Of Instruction

Programmes of instructions will be planned using this document in conjunction with the Department of Education book 'Teaching Handwriting' 1985.

YEAR 0 – YEAR 1

Teach basic letter shapes and movements

Children will be taught formally three or four times per week. Children progress from writing full name today to writing full date e.g. Monday 5 June.

- Progressions in skills are listed on handwriting check list (attached)
- Children progress through these steps at differing rates.
- Verbalising starting points and directional movement along with practice in the air, on the floor or on a partner's back, important initially.
- Teach letters in groups of similar formations as outline in Page 12 'Teaching Handwriting'.
- Upper and lower case letters taught.

YEAR 2

Continue developing Basic Script

- Emphasis on presentation – letters sitting on line, size & spacing
- Introduce sloping letters – slope sheets may be used.
- Progressions in skills on attached sheet.
- Numerals included in practice.

YEAR 3

Introduce Cursive Style

- Add ligatures (flicks to letters) and begin joining these
- Consistency in size, slope, presentation.

YEAR 4 - YEAR 8

To continue developing Cursive Style.

- Introduce 'Pen License' from Year 4.
- Underlining in red biro
- Not all letters of a word are to be joined, but linking using ligatures is to be encouraged.
- Develop speed and individual styles.
- Assist students to develop and maintain the quality of their handwriting through full linking.
- Help students to vary the quality and speed of their handwriting to suit the nature and purpose of the task, i.e. draft work, speed trials.
- Choose a variety of writing tasks:
 - Short poems
 - Addresses
 - Quotations
 - Copying from a book
 - Signature
- Encourage self-assessment and buddy assessment as well.

Handwriting Skills Checklist

Two checklists follow:

1. Handwriting Skills Checklist - Progress Annually
2. Handwriting Assessment sheet for Year 1-3.

Handwriting

English in the New Zealand Curriculum. Page 41
Visual Language Achievement Objectives.
Processing Information

L 1 + 2 to write letter and number forms legibly to present ideas

L 3 + 4 use appropriate technology, including fluent handwriting, for effective presentation.

Key Ideas:

- It is the school's responsibility to teach children to write legibly without strain and with sufficient speed for practical purposes.
- The same system will be used throughout this school to produce continuity and consistency in learning handwriting.
- Letter shapes taught will be those outlined in the Department of Education's publication 'Teaching Handwriting' 1995.
- Instruction needs to be consistent, and will be achieved by regular teaching and practice.
- Individuality in style will develop as the students progress through the school.
- Correct posture needs to be emphasized during instruction.
- Correct grip is important as incorrect grip can hinder the development of speed, fluency and legibility.
- Variety of use with pencils, biros and felt pens should be encouraged.
- To encourage standards, writing should be appropriate to the purpose. Marking of handwriting books encourages students to take pride in their work and to develop their own individual style. This may include.
 - Consistent setting out
 - Sharp pencils and correct equipment
 - Good posture
 - Teacher expectation of quality work.
- Observation of students writing is the most useful way to evaluate handwriting. Criteria should be:
 - General appearance and legibility
 - Consistency in size, shape, slope and spacing.
 - Speed and fluency, with linking for writers.

Material to be used:

Year 1 + 2	H Pencils	F2 & F4 Exercise Books
Year 3 + 4	2H Pencils	1B4 then 1B5
Year 5 - 8	biros, fibre point pens.	

HANDWRITING

Name: _____

Key: ● Shows special ability
 C Consistently
 U Usually
 D Developing
 NA Not Yet

		Term 1	Term 2	Term 3
STAGE 1	Holds pencil, makes marks			
	Correct grip			
	Write my whole name from my name tag			
	Write my whole name by myself			
	Starts by the margin			
	Copy the day off whiteboard			
	Stage 1 Mastered			
STAGE 2	Writes on the line			
	Spaces between letters and words			
	Writes day and date and month			
	Correctly forming most lower case letters			
	Correctly forming most upper case letters			
	Letter size is consistent			
	Finishes on time			
	Can keep my writing tidy			
Stage 2 Mastered				
STAGE 3	Correctly forms most numerals			
	Slope established			
	Date written in short form			
	Adds ligatures (flick)			
	Rules off neatly			
	Stage 3 mastered			