

Pretium Private School



Handwriting Policy

Handwriting Policy - Final

May 2020

1. Introduction

Writing, and cursive writing uniquely helps brain development.

Writing in general helps build important neural pathways in the brain, helping you better remember whatever you have recorded; increasing brain activity and improving fine motor skills ¹ This is not the case with typing.

THE FOLLOWING IS OF GREAT IMPORTANCE IN ALL GRADES:

1. Correct script type.
2. The starting point and direction of each letter.
3. The placing/position of each letter.
4. Spacing between letters and between words.
5. Neatness!

Early Childhood Development Centre

Grades RRR – RR

1. Fine motor development i.e. paper tearing, sand play, painting, clay play, bead threading, picking up small objects, paper cutting, wooden pegs etc.
 2. Manipulating various thick writing tools i.e. wax crayons, neon twistlers, felt-tipped pens, chalk while scribbling, painting, drawing, etc.
 3. Play writing and scribble patterns.
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3. Tracing or transcribing of simple sentences.
4. Rainbow tracing of printed letters/ words/ simple sentences.
5. Tracing over dotted letters/ numerals/ number names/ seasons/ months of the year/ days of the week.
6. See time allocation as per CAPS.
7. All students must get baseline training when they come in at any time of the year.

Grade 2

1. Feint ruling and HB pencil. Revise capital letters.
2. Introduce cursive writing patterns. (Term 3)
3. Introduce quad work in preparation for cursive writing – i l o a c s r e n u v – and joining of two letters. (Term 3)
4. Introduce Irish lines. (Term 1)
5. Introduce lower-case cursive alphabet. (Term 3)

Grade 3

1. Continue cursive and other pattern work (in colour) as above.
2. Introduce capital letters in cursive writing.
3. Write cursive in Irish lines in pencil.
4. See time allocated as per CAPS.
5. All students must get baseline training when they come in at any time of the year.

Intermediate Phase

Grades 4 – 6

1. Revise upper- and lower-case cursive letters as above.
2. Introduce ballpoint pens (Grade 4) when the students are ready. Give a PEN LICENCE Certificate at prize-giving in Grade 3.
3. Introduce half-size writing in faint lines in PEN using every line. Revise capital and lower case in cursive.
4. Transcribe printed sentences into cursive writing.
5. A student who is struggling may continue in pencil until student can write proper.
6. All students must get baseline training when they come in at any time of the year.

Senior Phase

Grades 7 – 9

1. All learners do a recap on printing in upper- and lower-case letters (for labelling in cultural subjects and assignments).
2. All learners recap on letter formation, sizing and spacing in cursive upper- and lower-case letters in order to set the standard and the tone for neat, legible handwriting in all subjects, tests and exams.
3. Speed writing can be practised to facilitate note and exam taking.
4. New students coming in at any time of the year must get baseline training.
5. See time allocation as per CAPS.