

# **Handwriting / Presentation Action Plan 2016-17**



## **OFSTED report 2014**

***What does the school need to do to improve further?***

**Raise achievement further by ensuring that teachers are even more consistent in providing pupils with opportunities to practice their handwriting skills and so make pupils' presentation even better.**



<b>Key point</b>	<b>Suggested action</b>	<b>Staff responsible</b>	<b>Resources</b>	<b>Completion date</b>
<p><b>Fine motor skills, muscle control and pencil grip.</b></p> <p><b>Occupational therapist visit</b></p>	<p><b>Talk to CCD team regarding activities and resources to develop fine and gross motor skills with specific focus on handwriting.</b></p> <p><b>Research schemes of work and HW programs (Write dance, Lets write etc...)</b></p>	<p><b>PH</b></p> <p><b>AS/RH</b></p>	<p><b>(financial cost of resources suggested)</b></p> <p><b>Release time to meet with main stream schools identified as having good practice.</b></p>	<p><b>October 2017</b></p> <p><b>Oct ½ term 2017</b></p>
<p><b>Basic letter formations, joins, orientations, blends and shapes.</b></p> <p><b>Purchase font for ICT use to match our formation.</b></p>	<p><b>Return to teaching basic letter formations, shapes and joins. Daily teaching of handwriting during IEP time.</b></p> <p><b>Link to teaching of phonics and new spelling expectations linked to new curriculum.</b></p>	<p><b>AS/RH</b></p> <p><b>RH to monitor through subject leadership work.</b></p>	<p><b>Handwriting books.</b></p> <p><b>Handwriting pens</b></p> <p><b>Release time (already budgeted for and part of Management time.</b></p> <p><b>Cost of seconding Emma Pritchard to continue supporting with Curriculum.</b></p>	<p><b>July 2017- On-going</b></p>
<p><b>Successful schemes of work.</b></p>	<p><b>Staff to complete and internal audit of</b></p>	<p><b>Mrs Sutcliffe / Mrs Harvey</b></p>	<p><b>Release time together for research, collection and</b></p>	<p><b>July 2017</b></p>

	<p><b>existing schemes of work specifically related to handwriting and feedback at Staff INSET. (Pandorra's box, Text books etc...)</b></p> <p><b>Staff to discuss with Main Stream contacts and seek advice on successful schemes of work or models of good practice.</b></p>	<b>AS /RH/PH</b>	<p><b>evaluation of existing resources.</b></p> <p><b>PPA time</b> <b>Time during OUTREACH work to discuss with mainstream schools.</b></p>	<b>November 2017</b>
<b>Displaying of 'best' work/presentation</b>	<p><b>Create a high impact display/area to display examples of 'best' work within the unit. Staff and pupils to update every half term with annotations why the work is displayed.</b></p>	<p><b>All staff within unit</b></p> <p><b>Pupils (ownership and pupil voice – PH to hold launch assembly)</b></p> <p><b>Mr Bozward</b></p>	<p><b>2x A3 display folders.</b></p> <p><b>PPA time to be used to update folders.</b></p> <p><b>Pupils to have timetabled slots for creating display ready 'best' work.</b></p>	<p><b>Feb 2017 – ongoing</b></p> <p><b>June 2017</b></p>
<b>Specific timetabled slot for 'best' work.</b>	<b>Each class to have a weekly timetabled slot for completion of 'best'</b>	<b>AS/RH to give slots to Mrs J Read to alter timetable.</b>	<b>N/A – see other sections</b>	<p><b>January 2017</b></p> <p><b>Ongoing weekly</b></p>

	<p><b>work.</b></p> <p><b>Can be 2-3 sentences or a longer more substantial piece of work. The display work can also be word processed if appropriate.</b></p>			
<b>Handwriting policy.</b>	<p><b>Re-writing and updating of Perryfields handwriting policy ensuring that 'presentation of best work' is uppermost in the contents.</b></p>	<p><b>RH</b></p> <p><b>Management committee to proof read, check, approve and adopt.</b></p>	<p><b>Management time</b></p> <p><b>Slot on management committee agenda.</b></p>	<b>Feb 2017</b>
<b>Use of oral recording methods, handwriting pens, ICT and other methods of presentation.</b>	<p><b>Invest in, and develop alternative methods of children producing and displaying 'best' work to develop self-confidence, pride and improve presentation even further,</b></p>	<p><b>All staff RH / AS to download software.</b></p> <p><b>Mrs Harvey to order resources.</b></p>	<p><b>Talking tins</b></p> <p><b>Recordable postcards</b></p> <p><b>Dolphin say So and Dragon speak</b></p> <p><b>- Voice recognition and read back software (as recommended by Educational Psychologist)</b></p>	<b>March 2017</b>