

Handwriting Recovery Program — Implementation Process

Step 1 — Identify Students Needing Handwriting Recovery

During Homeform/Form Class, use the provided handwriting identification activity to determine which students require handwriting support.

Teachers should observe:

- **Speed of writing**
- **Neatness and legibility**
- **Physical difficulty or discomfort while writing**

Step 2 — Order Workbooks

Order the required number of Handwriting Recovery Program workbooks for identified students.

Step 3 — Contact Parents/Whānau

Send the **Parent Information Letter** to notify whānau of the intervention and invite their support.

(Template provided.)

Step 4 — Introduce the Program

Homeform teachers read the introduction message at the front of the workbook to students (and parents if applicable), establishing purpose and expectations.

Step 5 — Begin the Training

Students begin working through the Handwriting Recovery Program workbook:

- **Set handwriting goals** on page 5 of the workbook
- **Learn correct mechanics** for handwriting grip and posture (pages 6–8)
- Go to **The Dojo** at the back of the book and complete **at least one row** of each letter and number (muscle-memory conditioning)
- Begin the **Handwriting Missions**, completing **at least one mission per Homeform session**

Step 6 — Ongoing Support & Monitoring

Homeform/form teachers:

- Ensure students maintain correct handwriting mechanics (revise pages 6–8 if needed)
- Facilitate completion of **one mission per Homeform session**
- Encourage additional **Dojo practice** for students needing extra muscle-memory reinforcement
- Track progress informally and encourage student ownership

Step 7 — Completion & Self-Assessment

When the workbook is complete:

- Students evaluate their own progress and reflect on whether their **improvement goal was achieved**
- Teachers can review handwriting samples before/after

Step 8 — Recognition & Celebration

- Award students a **Handwriting Recovery Certificate** (*template provided*)
- **Present certificates at a school assembly** to recognise student achievement, reinforce school culture, and celebrate handwriting excellence