

Handwriting Policy

Date Approved: Autumn 2024

Date for Review: Autumn 2025

Approved By: Senior Leadership Team



Intent

Handwriting is a key skill which weaves through all subjects in school and throughout all areas of life. Our intent is for pupils' handwriting to be neat, legible, fluent and well-presented in all subjects. Handwriting is a skill that needs to be taught, practised and improved upon, so that children can write with increasing speed, enabling them to communicate in any subject without being hindered by the physical process of writing.

Teaching of handwriting follows the Nelson font and style. Teaching will also follow the Nelson trajectory (see appendix 1) but will be demonstrated by teachers on boards and flipcharts and recorded in handwriting books. This trajectory ensures that children can succeed at the appropriate National Curriculum Programs of Study for their age group (see Appendix 2). Teachers will follow the trajectory, but with having some session time available for recap, they can ensure the pace can be adapted or certain areas that need more practice can be concentrated upon.

Teachers will be supported through Nelson Teacher Books and Pupil Books (Y1 - Handwriting families/ Book 1A, Y2 - Book 1B and Book 2A, Y3 - Book 2, Y4 - Book 3, Y5 - Book 4, Y6 - Book 5)

Implementation

Throughout school, and in all lessons, effective teaching of handwriting can only be achieved through consistent modelling. Teachers must demonstrate letter formation and joins and children must practise by carefully copying and repeating. It is important to observe children writing to ensure that they are forming letters correctly and so that an intervention can be made before the error becomes set.

FS1 engage children in activities such as symmetrically using both arms, sky writing, using sticks in sand etc, using felt tip pens, crayons and chubby pencils. Children also engage in activities that require fine motor skills and hand-eye co-ordination, such as jigsaws, threading, cutting, manipulating 'small world' equipment, etc. Children draw lines and circles using gross motor movement. Children manipulate objects with increasing control and develop manipulative skills, such as using scissors, tools, cooking utensils, etc. Children use clockwise and anti-clockwise movements and retrace lines in varying directions. Children learn to hold a pencil correctly and use it to mark-make.

FS2 teach letter formation and handwriting through phonics lessons and during adult directed writing tasks, introducing the agreed formation rhymes from our phonics policy. They also teach a daily handwriting lesson which follows the handwriting families (Appendix 3). This overview is a guide for Foundation staff and pace through it will be decided by the class teacher in order to meet the needs of the cohort.

Y1 to Y6 deliver a minimum of 4 discrete, 15 minute lessons per week that consist of pattern practice warm up (not in books), letter formation practice using rhymes where appropriate (written in books) and then word formation practice (written in books). Each element of the lesson will be modelled to children before they attempt. Y1 continue to use our agreed formation rhymes during their handwriting lessons (as do other classes as required), but begin to teach *handwriting* lessons in an order of letter families.

Before any handwriting activity children will be reminded of correct posture, pencil grip and paper positioning. Left-handed pupils will be supported specifically with this.

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Adults working with FS & Y1 use only printed letter formation when modelling writing, from Y2 and above all writing modelled to children should be joined following the agreed formations. Children should also see good examples of handwriting in classroom displays.

In FS, Y1 and Y2, letter positioning will be encouraged through the vocabulary of tall, short and tail letters and in then from MS the terms ascenders and descenders will be introduced and used.

Sharp pencils will be used for all of FS, Y1 and Y2, then from Y3 children can earn a 'Pen License' through high quality, joined (wherever possible for SEND children), consistent, presentation across all books. Children earning their license will be celebrated in YET/ Values Assembly. At the beginning of each academic year, children will need earn their license again by achieving agreed criteria (see appendix 4).

All staff working with children across school will be expected to hold children to account for the quality and consistency of their own personal standards of handwriting.

Some children may benefit from using a sloping surface and special equipment e.g. triangular pencil grip for a short period of time.

Impact

The Phase Leads, alongside the Senior Leadership Team, are responsible for keeping an overview of the standard of children's work and for the quality of handwriting and presentation.

The Phase Leads and SLT carry out a number of Quality Assurance activities each term including; lesson observations, work scrutiny and planning scrutiny in order to monitor handwriting and presentation.

Appendix 1 - Teaching Trajectory following Nelson handwriting

Year 1		
Autumn	Spring	Summer
Book 1A/ Unit 1 Introducing letter families set 1 c, a, o	Book 1A/ Unit 7 Introducing letter families set 4 v, w, x, z	Practise c, a, o
Book 1A/ Unit 1 Introducing letter families set 1 d, g, q	Book 1A/ Unit 8 Practising letter families set 4 vw, xw, xz, zz	Practise d, g, q
Book 1A/ Unit 1 Introducing letter families set 1 s, e, f	Book 1A/ Unit 9 Practising capital letters E, F, H, I, T, L	Practise s, e, f
Book 1A/ Unit 2 Practising letter families set 1 co, ad, gs, qe	Book 1A/ Unit 10 Practising capital letters A, K, M, N	Practise i, l, t
Book 1A/ Unit 3 Introducing letter families set 2 i, l, t	Book 1A/ Unit 10 Practising capital letters V, W, X, Y, Z	Practise j, u, y
Book 1A/ Unit 3 Introducing letter families set 2 j, u, y	Book 1A/ Unit 11 Practising capital letters B, D, C, G, O	Practise b, h, k
Book 1A/ Unit 4 Practising letter families set 2 it, tl, uy, jy	Book 1A/ Unit 11 Practising capital letters Q, S, P, R, U, J	Practise m, n, p, r
Book 1A/ Unit 5 Introducing letter families set 3 b, h, k	Book 1A/ Unit 12 Practising numbers 1-10	Practise v, w, x, z
Book 1A/ Unit 5 Introducing letter families set 3 m, n, p, r	Book 1A/ Unit 14 Practising consistent size and height of small letters un, um, ur	Check up - whole alphabet lower case
Book 1A/ Unit 6 Practising letter families set 3 nk, rp, nm, bh	Book 1A/ Check up 1	Check up whole alphabet capital letters
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

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Year 2		
Autumn	Spring	Summer
Book 1B/ Unit 15 Diagonal join to set 1 letters ed, eg, ac	Book 1B/ Unit 25 Practising the fourth join to set 1 letters of, ff	Book 2/ Unit 7 Practising capital letters whole alphabet
Book 1B/ Unit 16 Diagonal join to set 1 and 2 letters id, iu, ig, iy	Book 1B/ Unit 26 Practising the fourth join to set 2 letters wl, vl, rl	Book 2/ Unit 8 Practising joining to the letter a ea, ear, ead
Book 1B/ Unit 17 Diagonal join to set 3 letters ar, an, am, ap	Book 1B/ Unit 27 Practising break letters b, p, z, j, g, q, y	Book 2/ Unit 9 Practising joining to the letter r er, ir, ur
Book 1B/ Unit 18 Diagonal join to set 4 letters aw, ew, ex, ux	Book 1B/ Unit 28 Revising the four handwriting joins ai, al, ow, ol	Book 2/ Unit 10 Practising the horizontal join ou, out, ow
Book 1B/ Unit 19 Diagonal join to the top of set 1 letters if, er, ief	Book 2/ Unit 1 Practising joining to the top ai, ay, ey	Book 2/ Unit 11 Practising small letters: same height and size or, aw, au
Book 1B/ Unit 20 Diagonal join to the top of set 2 letters il, ai, ail	Book 2/ Unit 2 Practising the join from the letter e ee, ea, ey	Book 2/ Unit 12 Practising joining to the letter r ar, air, are
Book 1B/ Unit 21 Diagonal join to the top of set 3 letters ck, ch, tch	Book 2/ Unit 3 Practising joining from the letter i ie, ide, igh	Book 2/ Unit 13 Practising joining to ascenders al, all, alk
Book 1B/ Unit 22 To form and join from the letter w wa, wo, fa, fo	Book 2/ Unit 4 Practising the horizontal join oa, ow, oe	Book 2/ Unit 14 Practising joining from the letter o ot, on, oe
Book 1B/ Unit 23 Practising the horizontal join oon, oom	Book 2 / Unit 5 Practising the size and height of letters oo, ue, ew	Book 1B/ Unit 28 Revising the four handwriting joins ai, al, ow, ol
Book 1B/ Unit 24 Horizontal join to set 3 letters or, ore, orn	Book 2/ Unit 6 Practising joining from the letter o oi, ou, oy	Book 2/ Check up 1
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

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Year 3		
Autumn	Spring	Summer
Book 2/ Unit 1 Practising joining to the top ai, ay, ey	Book 2/ Unit 11 Practising small letters: same height and size or, aw, au	Book 2/ Unit 21 Practising joining to the letter g ting, ring, king
Book 2/ Unit 2 Practising the join from the letter e ee, ea, ey	Book 2/ Unit 12 Practising joining to the letter r ar, air, are	Book 2/ Unit 22 Reviewing the four handwriting joins kn, mb, wr, wh
Book 2/ Unit 3 Practising joining from the letter i ie, ide, igh	Book 2/ Unit 13 Practising joining to ascenders al, all, alk	Book 2/ Unit 23 Practising joining from the letter w war, wan, wap
Book 2/ Unit 4 Practising the horizontal join oa, ow, oe	Book 2/ Unit 14 Practising joining from the letter o ot, on, oe	Book 2/ Unit 24 Practising the correct height and size of letters ily, ely, kly
Book 2 / Unit 5 Practising the size and height of letters oo, ue, ew	Book 2/ Check up 1	Book 2/ Unit 25 Punctuation I'm, I'll, he's, she's
Book 2/ Unit 6 Practising joining from the letter o oi, ou, oy	Book 2/ Unit 16 Practising joining to/ from the letter c ice, ace, cel	Book 2/ Unit 26 Practising joining to/ from the letter i cian, sion, tion
Book 2/ Unit 7 Practising capital letters whole alphabet	Book 2/ Unit 17 Practising writing the letter g age, dge, nge, gen	Book 2/ Unit 27 Practising joining to/ from the letter s less, ness
Book 2/ Unit 8 Practising joining to the letter a ea, ear, ead	Book 2/ Unit 18 Practising the diagonal join le, el, ai, il	Book 2/ Unit 28 Practising joining from the letter e er, ier, est, iest
Book 2/ Unit 9 Practising joining to the letter r er, ir, ur	Book 2/ Unit 19 Practising the two ways of joining the letter s sh, as, es	Book 2/ Check up 2
Book 2/ Unit 10 Practising the horizontal join ou, out, ow	Book 2/ Unit 20 Practising joining to the letter y ky, hy, ly	Book 2/ Unit 22 Reviewing the four handwriting joins kn, mb, wr, wh
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

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Year 4		
Autumn	Spring	Summer
Book 3/ Unit 1 Forming descenders accurately sp, spr, pri, pru	Book 3/ Unit 11 Practising forming capital letters Whole alphabet	Book 3/ Unit 19 Practising the horizontal joins, mous, ious
Book 3/ Unit 2 Forming ascenders accurately al, all, at	Book 3/ Unit 12 Practising writing the letter t at the correct height ti, tio, cti, ati	Book 3/ Unit 20 Practising joining from the letter a ap, ar, an
Book 3/ Unit 3 Practising the diagonal join to a small letter ci, cir, cer, cen	Book 3/ Unit 13 Practising spacing letters consistently ew, ev, ex	Book 3/ Unit 21 Practising with punctuation ! ? - " ' ,
Book 3/ Unit 4 Practising the diagonal join to a tall letter mb, imb, umb, amb	Book 3/ Unit 14 Practising forming double letters correctly ii, ll, tt, rr, nn, mm	Book 3/ Unit 22 Practising diagonal joins to the letter y ly, ky, ny
Book 3/ Unit 5 Practising joining to and from the letter l ale, dle, ele, tle	Book 3/ Unit 14 Practising forming double letters correctly cc, oo, dd, ss, ff, ee	Book 3/ Unit 23 Practising to and from the letter r ure, sure, ture
Book 3/ Unit 6 Practising joining to the letter y ly, lly, iky, iny	Book 3/ Check up 1	Book 3/ Unit 24 Practising joining from the letter w who, wha, whe, whi
Book 3/ Unit 7 Practising forming the letter s correctly es, ies, ses, eys	Book 3/ Unit 15 Practising joining to the letter e he, we, re	Book 3/ Unit 25 Practising forming numbers correctly 1-9
Book 3/ Unit 8 Practising joining from the letter i ie, in, il, ill	Book 3/ Unit 16 Practising joining to the letter k ick, uck, ack	Book 3/ Unit 26 Practising writing silent letters wra, wri, kni
Book 3/ Unit 9 Practising spacing between letters ed, ned, hed, ked	Book 3/ Unit 17 Practising the second join ch, che, cho, cha, chi	Book 3/ Unit 27 Practising joining from the letter f fte, fir, fin
Book 3/ Unit 10 Practising writing with a slant ake	Book 3/ Unit 18 Practising joining from the letter e ey, ei, eigh	Book 3/ Check up 2
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

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Year 5		
Autumn	Spring	Summer
Book 4/ Unit 1 Practising joining from the letter e eat, eac, ead	Book 4/ Unit 11 Practising spacing within words ation	Book 4/ Unit 20 Practising joining to and from the letter e rec, red, ved, ves
Book 4/ Unit 2 Practising joining to and from the letter s ask, asp, asp	Book 4/ Unit 12 Practising to and from the letter w owf, owb, owm, owd	Book 4/ Unit 21 Practising punctuation . ' ! ?
Book 4/ Unit 3 Practising writing letters the correct size and height ried, ries, rief	Book 4/ Unit 13 Practising joining from the letter m mb	Book 4/ Unit 22 Practising consistency in forming and joining letters ear, are, rew, new
Book 4/ Unit 4 Practising writing double letters tt, ll, rr, ee	Book 4/ Unit 14 Practising joining to the letter a from the letter w wan, was, wav, wax	Book 4/ Unit 23 Practising printing for captions
Book 4/ Unit 5 Practising consistency in spacing sce sca, sci	Book 4/ Check up 1	Book 4/ Unit 24 Practising joining to and from the letter v live, tive, sive, five
Book 4/ Unit 6 Practising using a diagonal join un, unn, inn, imm	Book 4/ Unit 15 Practising using a diagonal joining line ship, ment, ness, less	Book 4/ Unit 25 Practising break letters bl, pl, gl
Book 4/ Unit 7 Practising using the horizontal join rep, rem, rea, reo	Book 4/ Unit 16 Practise speedwriting	Book 4/ Unit 26 Practising drafting and editing
Book 4/ Unit 8 More practise joining to the letter y ly, ily, ity, ify	Book 4/ Unit 17 Practising joining from the letter l lig, rig, tig, mig	Book 4/ Unit 27 Practising speedwriting
Book 4/ Unit 9 Practising speed writing	Book 4/ Unit 18 Practising the diagonal join to ascenders al, all, alt, afl	Book 4/ Unit 28 Practising printing fro posters
Book 4/ Unit 10 Practising the size and height of letters ous, ious, eous	Book 4/ Unit 19 Practising joining to and from the letter f if, ifs, ife, ife	Book 4/ Check up 2
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

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Year 6		
Autumn	Spring	Summer
Book 5/ Unit 1 Practising joining to and from the letter r are	Book 5/ Unit 11 More practise with presentation Copy antonyms	Book 5/ Unit 20 Practising writing with a slant ious, eous, cious, tious
Book 5/ Unit 2 Ensuring letters are consistent in size and height Copy words, then add ed and ing	Book 5/ Unit 12 Ensuring correct formation of the letter k ocket, icket, ucket, acket	Book 5/ Unit 21 Practising printing Writing an address
Book 5/ Unit 3 Developing fluency ire	Book 5/ Unit 13 Forming the letter y correctly ly	Book 5/ Unit 22 Practising speed writing
Book 5/ Unit 4 Ensuring the letter t is at the correct height inter	Book 5/ Unit 14 Practising speed and fluency Add prefixes to words	Book 5/ Unit 23 Practising writing decorated capital letters
Book 5/ Unit 5 Forming and joining the letter s Copy words and plurals	Book 5/ Check up 1	Book 5/ Unit 24 Practising writing letters Addresses
Book 5/ Unit 6 Practising break letters Words with break letters	Book 5/ Unit 15 Practising punctuation : , ' - !	Book 5/ Unit 25 Practising paragraphs
Book 5/ Unit 7 Practising writing a playscript	Book 5/ Unit 16 Ensuring consistency in letter sizes ough	Book 5/ Unit 26 Practising presentation
Book 5/ Unit 8 Practising printing for labels Copy country names and dates	Book 5/ Unit 17 Practising speed writing Words in full and short form	Book 5/ Unit 27 Revising difficult joins ve, we, oe, fe, re
Book 5/ Unit 9 Forming ascenders correctly able, ible, ably, ibly	Book 5/ Unit 18 Forming small letters correctly ea	Book 5/ Unit 28 Adding prefixes ful, less
Book 5/ Unit 10 Practising presentation ight	Book 5/ Unit 19 Practising forming and joining the letter f fa, fu, fe, fl, ft, ff	Book 5/ Check up 2
In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.	In any additional weeks, recap over this term's work.

Appendix 2 – National Curriculum Programs of Study for Handwriting

The National Curriculum English Programmes of Study provide guidance on teaching handwriting:

Year 1 pupils should be taught to:

- Sit correctly at a table, holding a pencil comfortably and correctly
- Begin to form lower-case letters in the correct direction, starting and finishing in the right place
- Form capital letters
- Form digits 0-9
- Understand which letters belong to which handwriting ‘families’ (i.e. letters that are formed in similar ways) and to practise these

Year 2 pupils should be taught to:

- Form lower-case letters of the correct size relative to one another
- Begin to join some letters using diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left not joined
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- Use spacing between words that reflects the size of the letters

Year 3/4 pupils should be taught to:



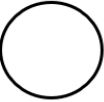

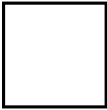



- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left not joined so that by the end of Year 4 they use a clear joined handwriting style throughout their independent writing
- Increase the legibility, consistency and quality of their handwriting, e.g. by ensuring that the down strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch.

Year 5/6 pupils should be taught to:

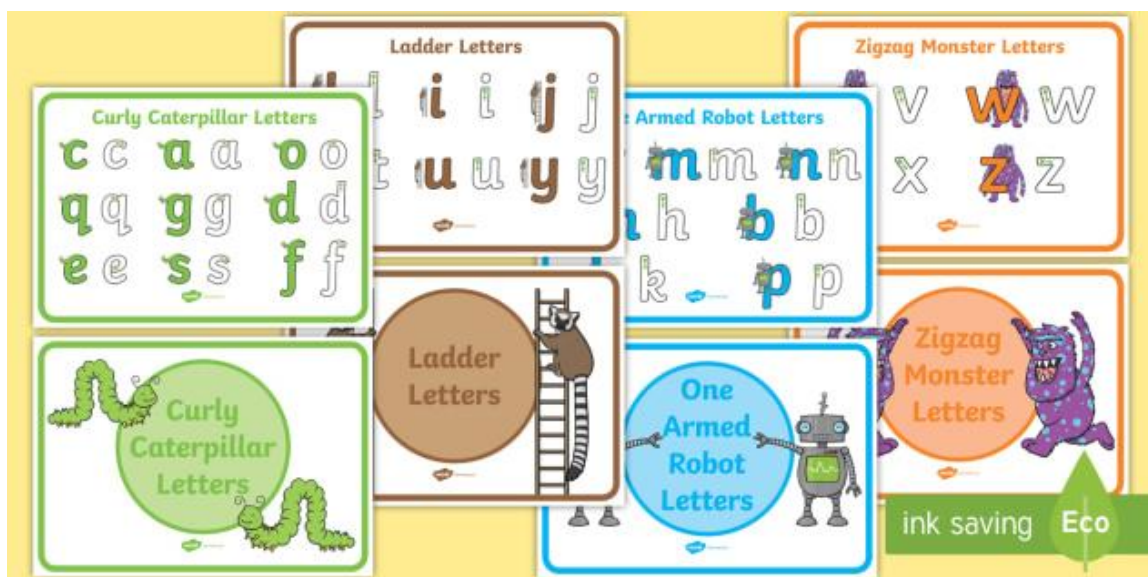
- Independently and consistently write legibly, fluently, with increasing speed and personal style by:
- Choosing which shape of a letter to use when given choices and deciding, as part of their personal style, whether or not to join specific letters
- Choosing the writing implement that is best suited for a task (e.g. quick notes, letters)

Appendix 3

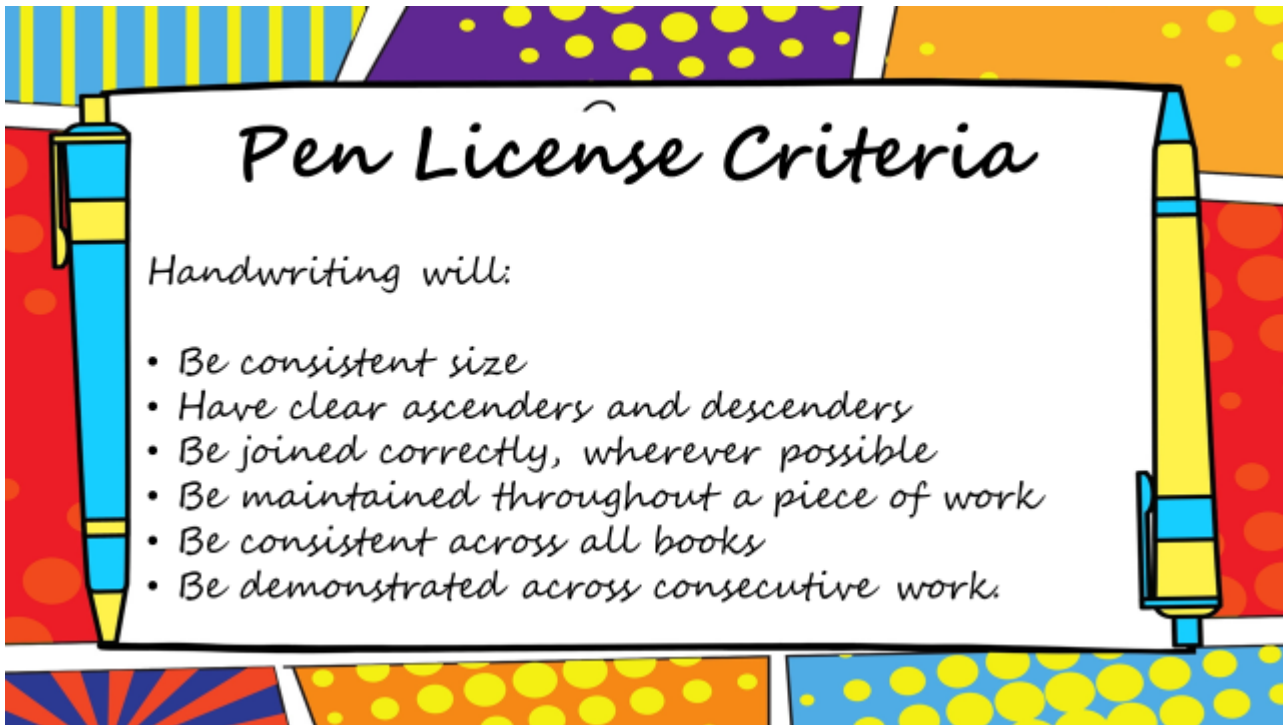
Children should be able to form these nine pre-writing strokes before asking them to write.

			
2 years	2 ½ years	3 years	3 ½ years
			
4 years	4 ½ years	4 years 11 months	5 years 9 months

F2 Handwriting Overview 24-25								
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Autumn 1	Pre-writing shapes	Pre-writing shapes	Pre-writing shapes	Pre-writing shapes	Drawing skills using pre-writing shapes	'l' ladder letter		
Autumn 2	'i' ladder letter	't' ladder letter	'u' ladder letter	'j' ladder letter	'y' ladder letter	Ladder letter re-cap	'c' curly caterpillar	
Spring 1	'a' curly caterpillar	'o' curly caterpillar	'd' curly caterpillar	'g' curly caterpillar	'q' curly caterpillar	'e' curly caterpillar		
Spring 2	's' curly caterpillar	'f' curly caterpillar	Curly caterpillar re-cap	'r' one armed robot	'b' one armed robot	'n' one armed robot		
Summer 1	'h' one armed robot	'm' one armed robot	'k' one armed robot	'p' one armed robot	One armed robot re-cap			
Summer 2	'v' zigzag monster	'w' zigzag monster	'x' zigzag monster	'z' zigzag monster	re-cap	re-cap	re-cap	re-cap
	Number formation	Number formation	Number formation	Number formation	Number formation			



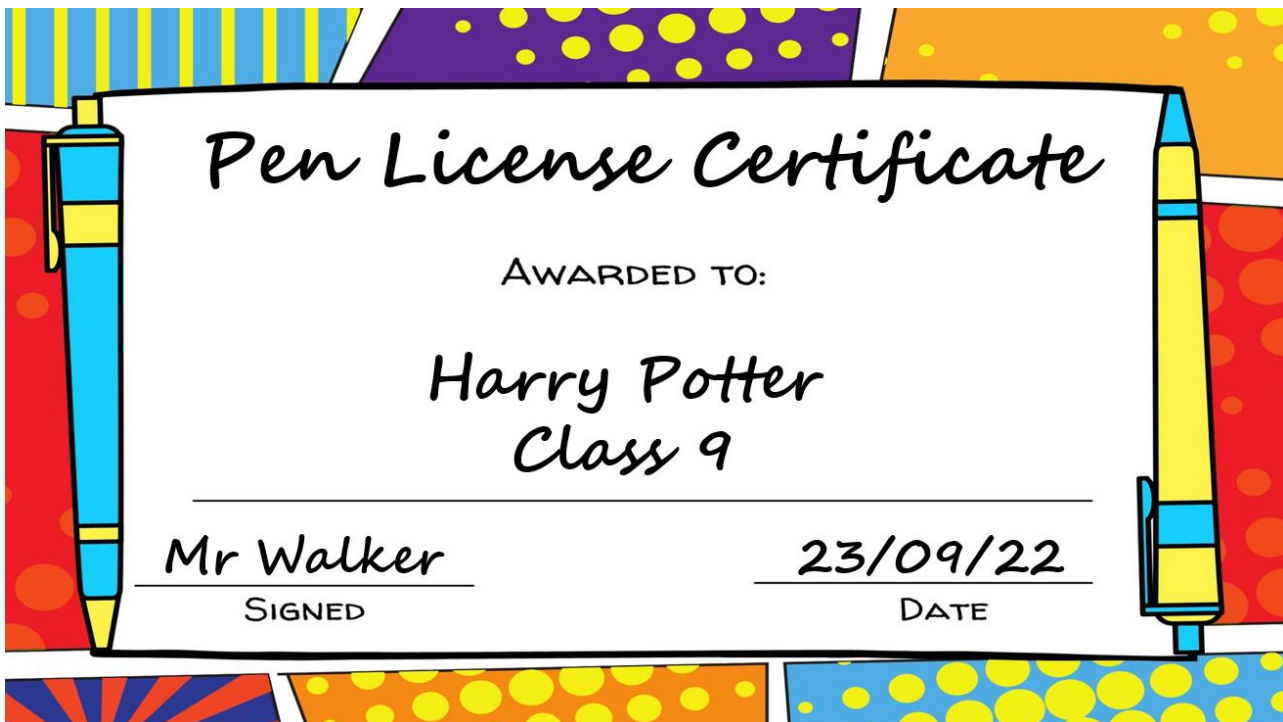
Appendix 4 - Pen License

A graphic with a white central box containing text, flanked by two stylized pens (one blue and yellow, one yellow and blue). The background features colorful patterns: vertical stripes, polka dots, and a sunburst. The title 'Pen License Criteria' is written in a cursive font.

Pen License Criteria

Handwriting will:

- Be consistent size
- Have clear ascenders and descenders
- Be joined correctly, wherever possible
- Be maintained throughout a piece of work
- Be consistent across all books
- Be demonstrated across consecutive work.

A graphic with a white central box containing text, flanked by two stylized pens (one blue and yellow, one yellow and blue). The background features colorful patterns: vertical stripes, polka dots, and a sunburst. The title 'Pen License Certificate' is written in a cursive font.

Pen License Certificate

AWARDED TO:

Harry Potter
Class 9

Mr Walker 23/09/22

SIGNED DATE