

# HANDWRITING POLICY 2024-2025



## PUPILS WILL...

Develop a recognition and appreciation of pattern and line.

Experience coherence and continuity in learning and teaching across the school.

Understand the importance of clear and neat presentation in order to communicate meaning clearly.

Take pride in the presentation of their work and therefore study handwriting with a sense of enjoyment and achievement.

Develop a fluent, joined handwriting style by the end of Key Stage One.

Be able to write legibly and swiftly to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes.

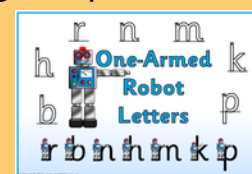
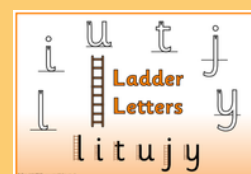
Develop their own distinctive and legible handwriting style by the end of Key Stage Two.

## KNOWLEDGE, SKILLS AND UNDERSTANDING



### RECEPTION

Use a pencil, and hold it effectively to produce a controlled line.  
 Use the correct pressure to create marks.  
 Know the start and exit points for each letter.  
 Form recognisable letters, which are correctly formed.  
 Start all letters from the top apart from d and e.  
 Form digits 0-9 and capital letters correctly.  
 Learn letter formation using shape families:



### YEAR ONE

Form and orientate letters correctly, using a comfortable and efficient pencil grip  
 Begin to learn the four basic handwriting joins if most letters are formed correctly  
 Write with spaces between words accurately

### YEAR TWO

Write legibly, using upper, lower-case letters and digits appropriately.  
 Correctly space letters within and between words.  
 Form and use the four basic handwriting joins.  
 Start to use some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.

### LOWER KEY STAGE TWO

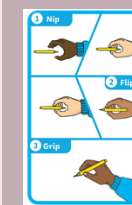
Continue to learn diagonal and horizontal joins.  
 Know how to pay attention to the size, proportion and spacing of their letters and words.

### UPPER KEY STAGE TWO

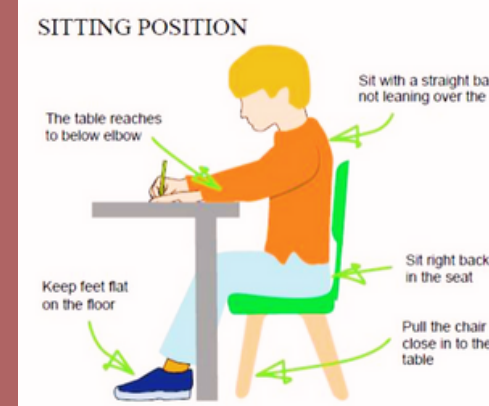
Develop their speed and fluency and focus more on their size and layout of their letters.  
 Develop their presentation skills, speed and fluency and own style. They decide on where and when different handwriting is needed

## TEACHING TOOLS

Little Wandle letter patter  
 Nip, flip, grip mantra  
 Guidelines in phonics jotters and writing books YR-Y2  
 Teacher modelling using guidelines



## HOW DO WE SIT AT THE TABLE?



## LEFT HANDED PUPILS

- Left-handed pupils should hold their pencil/pen approximately 4cm from the tip to ensure clear visibility of writing.
- Pupils should position their hand below the writing line at all times.
- Paper needs to be angled correctly; tilting the paper in a clockwise position, at about 20-30 degrees to the right. This helps prevent the adoption of a 'hooked' hand position.
- The page should be held with the other hand.