

**St. Saviour's C. of E. Primary School**  
**Handwriting Policy**

**Statement of intent:**

Handwriting is a movement skill which, like reading and spelling, affects written communication across the curriculum. It is best taught directly by demonstration, explanation and practice. The correct formation of all letters needs to become quite automatic and may require a lot of practice, but we believe in the importance of all children being able to write with ease, speed and legibility.

**EYFS:**

Children are to take part in activities that develop fine and gross motor skills. This can begin with pre-writing activities and develop into early pencil skills, straight lines, clockwise and anti-clockwise circles etc. and follow the steps young children typically go through. Fine motor skills might include threading, using tools such as scissors, tweezers, paintbrushes etc. Gross motor skills include putting on your coat, catching a ball, riding a scooter, dancing etc. Good letter formation is forming the whole letter in one continuous stroke, except f, i, j k, t and x.

**Handwriting Progression, as set out in the National Curriculum:**

Year One:

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 Two:

Pupils should be taught to: ♣ form lower-case letters of the correct size relative to one another  
♣ start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined  
♣ 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.

Years Three and Four:

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 unjoined  
♣ increase the legibility, consistency and quality of their handwriting [for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch].

Years Five and Six:

Pupils should be taught to: ♣ write legibly, fluently and with increasing speed by: ♣ choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters  
♣ choosing the writing implement that is best suited for a task.

### **Parents:**

The letter formation model that we use at St Saviour's is shared with parents in the EYFS and KS1, and is also on the school website. If handwriting is set as a homework activity, examples will be provided as well as information about how parents can help.

### **Letter formation:**

We follow the letter formation set out in Appendix 1. The teaching of this letter formation is given the highest priority and only once it is mastered do children then begin to join. See Appendix 1 for lower and upper case.

### **Joining:**

All letters are to be joined except letters with descenders and capital letters. There is no need for entry strokes at the beginning of a word. Joining will be taught from Year Two.

### **SEND:**

Pupils will be provided with resources to support them with their handwriting if needed. These may include:  
sloping surfaces, special seat cushions, pencil grips, wooden and/or sandpaper letters for tracing over

Appendix 1: lower and upper case letter formation.

## Letter Formation Practice Sheet

a b c d e f g h i

j k l m n o p q r

s t u v w x y z

A B C D E F G H

I J K L M N O P

Q R S T U V W

X Y Z