

Reepham Church of England Primary School

Handwriting Policy

January 2026



Our curriculum ensures that all children will become successful, legible and fluent writers. We understand the importance of children mastering transcriptional skills quickly, therefore handwriting starts immediately in Reception and progresses to Year 6.

At Reepham, we are very proud of our pupils' handwriting and take particular care in our handwriting style.

In Reception, we teach Handwriting following The Little Wandle Handwriting programme as it provides a structured approach to teaching handwriting right from the start of Reception. It has been developed around research into the teaching of writing and national requirements and guidance, including the National Curriculum in England, the Writing Framework and Ofsted findings. The programme has been carefully designed to support the development of legible and fluent handwriting using an easy-to-follow approach with consistent routines and memorable mantras.

Progression of teaching in Reception

The Little Wandle programme has 7 units which are taught over the Reception year:

Autumn term:

Unit 1 – practising patterns

Unit 2 – curly letter family (c, a, d, g, o, q, e, s, f)

Unit 3 – long letter family (l, i, t, j, u, y)

Unit 4 – bouncy letter family (m, n, r, b, p, h)

Unit 5 – zig zag letter family (v, w, x, z, k)

Spring term:

Unit 6 – capital letters

Summer term:

Unit 7 – digraphs and trigraphs

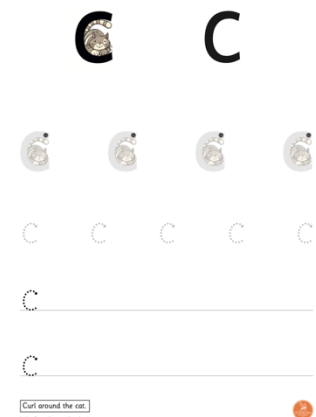
Handwriting lessons last approximately 15 minutes and are taught at least 4 times per week. Each lesson begins with practice of the previous day's pattern/letter.

The teaching sequence for introducing a new pattern/letter should be:

1. Introduce the letter and formation phrase.
2. Form the letter in the air.
3. Form the letter on the palm of the hand.
4. Trace the mnemonic with a finger.
5. Write the letter.

For steps 2 to 5, the teacher provides strong modelling and then the children join in.

The Letter formation practice sheets from the Little Wandle website can be used to provide further guidance and modelled examples.



Letter-join

From Year 1, we follow Letter-join's on-line handwriting resource and Lesson Planners as the basis of our handwriting policy as it covers all the requirements of the National Curriculum.

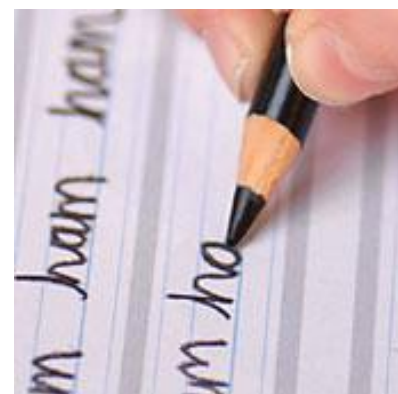
Objective

Handwriting is a basic skill that influences the quality of work throughout the curriculum. By the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

Aims:

- To develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.



Key Stage 1: Years 1 and 2

Teaching progresses from four short lessons in Reception, to three longer lessons per week:

- continuing with gross and fine motor skills exercises
- strengthening handwriting, learning and practice
- numerals, capitals and printed letters; where and when to use, learning and practice
- KS1 SATs SPaG exercises

Module 2 Lesson Planners – Year 1

Module 2 Print to Cursive teaches how to correctly write capital letters, uses of printed letters, numbers, punctuation, maths symbols and other symbols. Towards the end of Year 1, pre-cursive patterns and cursive letters are then introduced in preparation for Module 3 when children are required to start joining their handwriting.



It is divided into three sections covering:



- warm-ups, letter families and capital letters
- uses of printed letters
- numbers and symbols
- introducing pre-cursive patterns and cursive letters

On finishing this module, children should be confident in writing all the capital and printed letters, numbers and symbols and start to become familiar with the orientation of cursive letters.

Module 3 Lesson Planners – Year 2

Module 3 – Starting Cursive introduces children to cursive letters and how to join them. They will have regular practice in letter formation and joining their handwriting.

The sections in this module cover:

- cursive letters and words
- letter families
- high frequency words
- joining techniques
- sequencing sentences
- dictation exercises
- times table facts
- SPaG practice for KS1 SATs

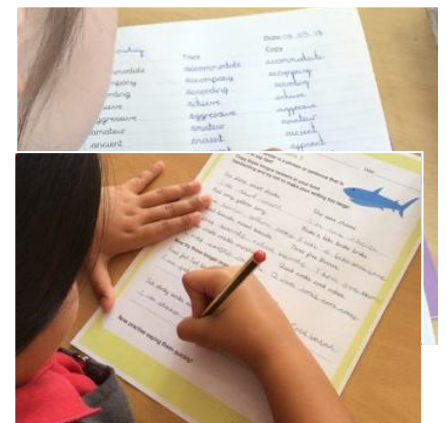


With the regular handwriting practice throughout this module, children should now be developing the fluency and speed of their writing.

Lower Key Stage 2: Years 3 and 4

Handwriting lessons will continue twice a week in Lower Key Stage 2.

Lesson Planner Module 4 for Year 3 is targeted at children in lower KS2 where pupils should be using a cursive style throughout their independent writing in all subjects, helping to refine their handwriting in line with the requirements of each lesson. This module covers topics such as dictation, double letters, number vocabulary, palindromes, tongue twisters, MFL (French and Spanish), onomatopoeia, simile and statutory spellings.



Completion of Module 4 should ensure improvement in the legibility, consistency and quality of the children's handwriting through a variety of resources which link handwriting to other areas of the curriculum.

Lesson Planner Module 5 for Year 4 focuses on using handwriting practice to support other subjects in the curriculum and, at the same time, builds on fluency and consistency. This module aims to promote meaningful links with other subjects such as English, maths, science, geography, French and Spanish. Making such links enables children to apply the skills they are learning in context and also provides depth to the curriculum.

Learners will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.

On concluding this module, children will have practised applying size-appropriate handwriting to all areas of the curriculum whilst maintaining fluency and legibility.

Upper Key Stage 2: Years 5 and 6

More advanced handwriting techniques will be taught during two weekly lessons:

- reinforcing cursive handwriting across the curriculum
- form-filling/labelling using printed and capital letters
- dictation exercises promoting quick note-taking and speedy handwriting writing skills
- KS2 SATs SPaG practice

Lesson Planner Module 6 for Year 5 continues to build on combining fluent handwriting with other subjects across the curriculum.

In this module, learners will have plenty of opportunity to develop the stamina and skills to write at length, with accurate spelling and punctuation. With Letter-join's wide range of resources they will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects.

On completing this module, children should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

Lesson Planner Module 7 for Year 6 presents learners with a range of tasks where they have to decide on an

EXAMPLE

Word of the Week: precarious

Write this week's word six times:

precarious precarious precarious
precarious precarious precarious

Use a dictionary to find the definition of this week's word:

If something is precarious, it is not safe and likely to fall off or fall over.

Write some synonyms of this week's word:

insecure risky hazardous
treacherous unsafe dangerous

Write some antonyms of this week's word:

safe fixed strong
secure protected stable

Write a sentence using this week's word:

The cat was in a precarious position in the tree.
Beware: this cliff edge is precarious.
Take care on that precarious, old ladder.
The stranded climber was in a precarious situation.

Letter-join

Dictation Exercises

Key Stage 2
More challenging exercises

4 small ordanumas
29.10.2003

My birthplace is Scotland but at seven I moved...

A shopping list, complex numbers and a longer written passage.

Key Stage 2
Traditional stories and poems.

Hansel and Gretel

Suddenly the door opened, and an old woman came out.

Dictation exercises using extracts from traditional stories and poems.



Personification History: Boudicca

LESSON	Activities
463	<ul style="list-style-type: none"> • Explain to the children that personification is when you give an animal or object qualities or feelings that only a human can have. • Display Letter-join's Personification worksheet on the IWB. Read and discuss with the class the personification example sentences. • Invite children to create their own examples of personification. • Complete handwriting.
464	<ul style="list-style-type: none"> • Display L1 • Explain to and start • Invite and • Practise I worksheet • Proof re <p>Personification</p> <p>Personification is when you give an animal or object qualities or feelings that only a human can have.</p> <p>There are three examples of personification. Copy each one neatly.</p> <p>The sun smiled like old men with the clouds.</p> <p>The sea was troubled by the angry waves.</p> <p>The storm angrily ran down on us.</p> <p>The car engine coughed and spluttered when it started.</p>

appropriate style of handwriting. Promoting speedy, fluent writing continues to be a strong feature. Challenging dictation exercises will refine pupils' revising and checking skills as well as boosting their handwriting speed, stamina and fluency. A range of curriculum-based worksheets will give pupils the opportunity to practise writing at length.

Module 7 also contains a series of worksheets to aid KS2 SATs SPaG revision. They are designed to support year 6 pupils in meeting expected standards for spelling, punctuation and grammar, with lots of SPaG preparation and plenty of handwriting practice.

By the end of this module, children should be able to adapt their handwriting for a range of tasks and purposes and to create different effects. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes, a final handwritten version, an un-joined style or capital letters. All of these writing styles are covered in this module.



Whilst Letter-join and Little Wandle both outline the expected handwriting progression for each year group, teachers will use their judgement to assess when children are ready to progress to the next step. New content will not be taught until previous learning is secure. For example, children will only move on to joined cursive handwriting once they can form pre-cursive letters correctly and consistently. This will typically be in Year 2.

Expectations

All teaching staff are encouraged to model the printed or cursive style of handwriting chosen for each year group in our school in all their handwriting, whether on whiteboards, displays or in pupils' books.

Consistency throughout the school

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

Teachers will ensure children are 'Ready to Write' by modelling the correct sitting position and pencil grip (see below). Hand warm-up routines may also be used before children begin their handwriting practice as it is important that children have

the opportunity to warm up their hands prior to writing.

Handwriting frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out regularly and systematically to ensure Key Stage targets are met.

Pens and pencils

Children will start handwriting using a soft pencil. In EYFS and KS1 children will begin using a tri-pod pencil to support pencil grip and will then progress to a regular soft pencil. In KS2, when fine motor skills have been established a handwriting pen can be used. Children will be able to choose what they write with, with the support of the teacher e.g. handwriting pen, ballpoint pen.

Handwriting books

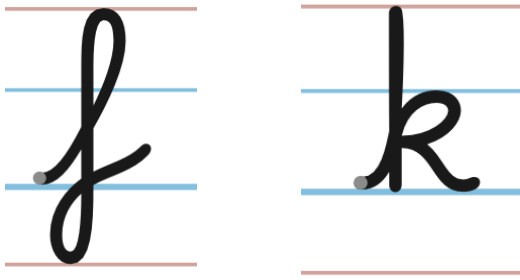
In Reception, children will practise their handwriting using the Little Wandle Handwriting guidance. Following Reception, all children will have a handwriting book to practise their handwriting in. Letterjoin worksheets may be used to support handwriting practice but handwriting will mostly be practised in books. The size of handwriting lines in books will depend on the year group. Children's handwriting books will start with lines of Red 21mm/Black 6mm lines in KS1, these lines will gradually decrease in size as the children progress through the school and this may be based on the teacher's judgement.

Chosen Fonts

At Reepham, children will begin to form the letters 'f' and 'k' following the Little Wandle letter formation guidance as seen below:



As children progress through Letterjoin and begin to form cursive letters they will form 'f' and 'k' as seen below:



Our font journey

We begin KS1 using Letter-join Print Plus in Year 1 and then progress to Letter-join Air Plus when introducing cursive letters. In Year 2 we progress from Letter-join Air Plus to Letter-join Plus when children have accurate formation of Letter-join Air Plus and are ready to join letters.

Letter-join Print Plus

bright sun

Letter-join Air Plus

bright sun

Letter-join Plus

bright sun

The Letterjoin Cursive alphabet can be found at the end of this document.

Inclusion

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place. Letter-join's Lesson Planners all include differentiation activities for extra practice/challenge.

Incorporating Handwriting lessons into the timetable

The Writing Framework recommends daily handwriting practice, taught in small, progressive steps, focusing on legible letter formation and pencil grip, starting in Reception and continuing through primary school.

A guide for the length and frequency of handwriting lessons when following Letter-join's Lesson Planners:

Early Years and Year 1: short lessons on a daily basis (10-15 minutes) focus on letter formation and transcription – this may be within the application part of Phonics lessons .

Year 2: three lessons per week (15-20 minutes).

Years 3 and 4: three lessons per week (15-20 minutes).

Years 5 and 6: three lessons per week (15-20 minutes).

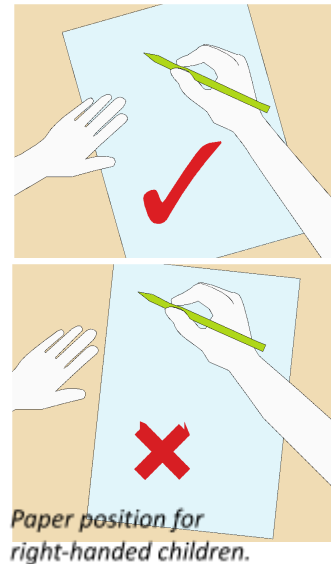
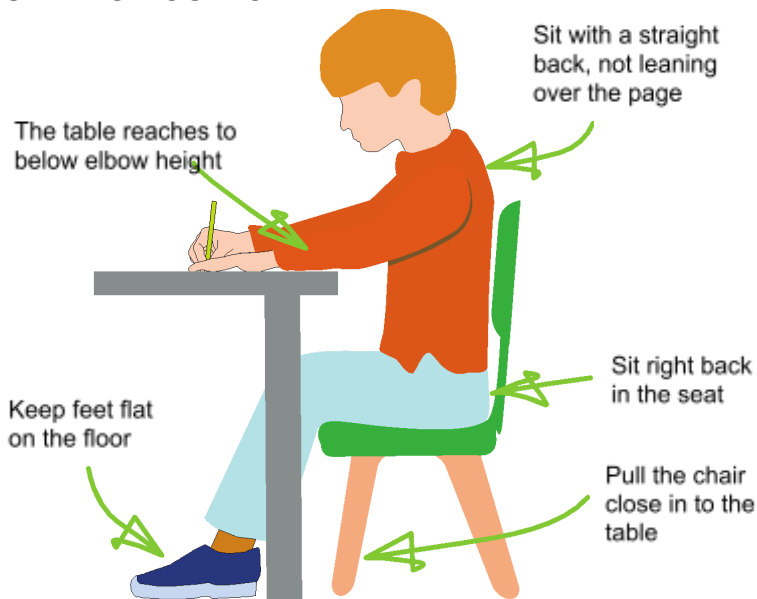
Each handwriting lesson has differentiation activities for pupils who require extra practice or an extra challenge.

Ready to write...

Correct posture and pencil grip for handwriting

It is vital that pupils are taught to sit correctly at a table, holding a pencil comfortably and correctly to support their handwriting.

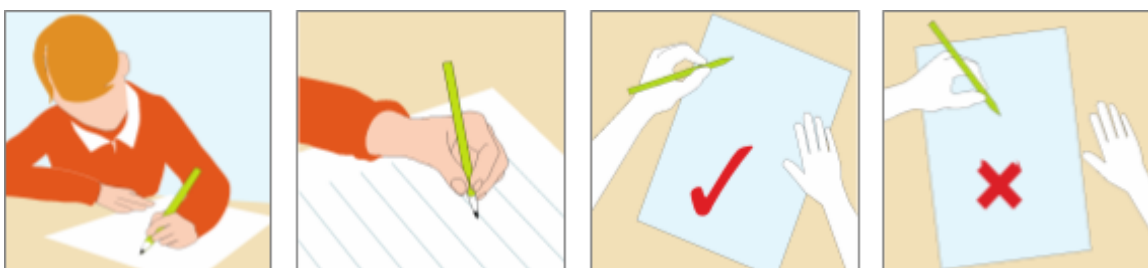
SITTING POSITION



LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow the movements of right-handed teachers as they model letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.

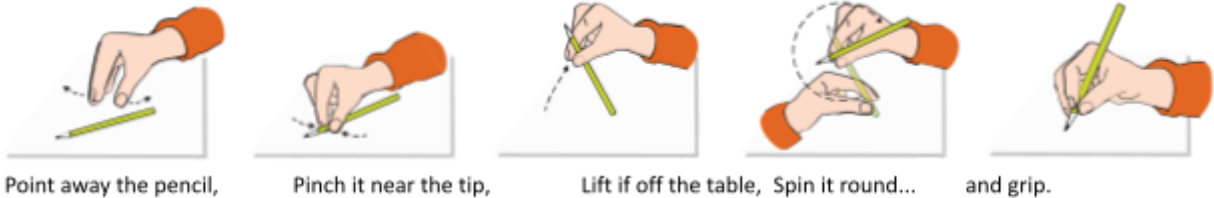


Paper position for left-handed children.

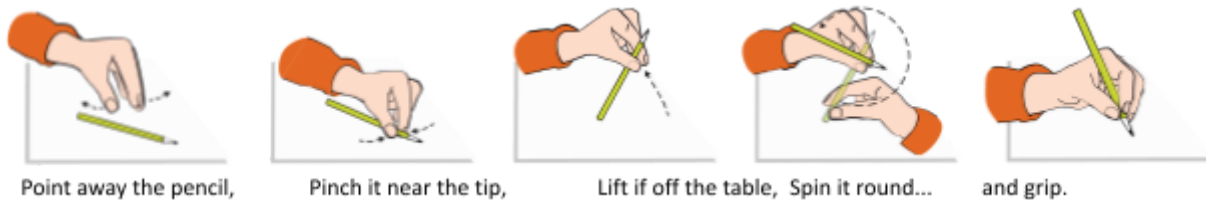
The Tripod Pencil Grip

Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib. We use the Tripod Grip Rhyme:

Right-handed pencil grip



Left-handed pencil grip



'Ready to write' rhyme

Let's sit up straight, feet nice and flat,
Tilt your paper - just like that!
Pinch your pencil, give it a flip,
Check your hold and then your grip.
Now we can begin to write,
But not too hard and not too light.



Letterjoin Cursive Alphabet:

Cursive lowercase letters

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