

St James the Less RC Primary School

Handwriting Policy

Autumn 2025

The collage illustrates the school's handwriting policy. It features:

- A teacher using an interactive whiteboard to demonstrate handwriting, with a list of words to choose from: ill, we, cow, lad, man, it, wet, cow, add, man, lit, wet, ice, than, hand, tilt, lute.
- A close-up of a hand writing the letters 'b' and 'h' on lined paper.
- A worksheet for the word "urned robot" with stroke order guides: "urned" (down to the arm, up to the arm) and "robot" (down to the arm, up to the arm).
- A digital handwriting guide for the word "beach" on a textured background, showing stroke order.
- A grid of four handwriting practice cards for letters b, h, c, and n, each with a dashed outline for tracing.

Handwriting Policy

At St James the Less, we are very proud of our pupil's handwriting and take particular care in our handwriting style. We use 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.



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.

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. When fine motor skills have been established, pens are introduced. The aim is to use generic BIC biro pens, although specific individuals may use other pens and/or grips, to support their fine motor skills.

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.

Handwriting at Home

Pupils are encouraged to practise their handwriting at home by using the Pupil log-in for Letter-join. Teachers can set Home Learning Tasks which may include:

- Magic Patterns
- Magic Words
- SoundMatch
- PhonicsMatch
- LetterMatch
- LetterLotto
- Letter Families activity
- Word Search
- Word Bank
- Spelling lists
- Write it Right!

Children can also watch the word and letter animations and practice and explore other handwriting resources on Letter-join.

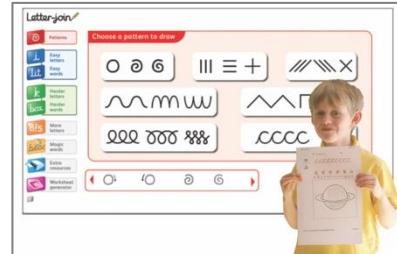


Key Stage Teaching

Early Years

For our youngest pupils we teach short handwriting lessons on a daily basis, which will include the following:

- enhancing gross motor skills such as air-writing, pattern-making and physical activities
- exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, etc.
- becoming familiar with letter shapes, their sounds, formation and vocabulary
- correct sitting position and pencil grip for handwriting



Lesson Planners

Module 1 Print: Early Years teaches handwriting using the printed method. It starts with fine and gross motor skills warm-up exercises, correct sitting position and tripod pencil grip.

It is divided into three sections covering:

- pre-writing patterns
- easy letters and words
- harder letters and words

At the end of this module, children should be able to recognise and form all the printed, lowercase letters of the alphabet.



Key Stage 1: Years 1 and 2

Teaching progresses from five short, 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 teaches how to correctly write capital letters, uses of printed letters, numbers, punctuation, maths symbols and other symbols. Pre-cursive patterns are then introduced in preparation for Module 3 when children are introduced to how to join their letters.

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

On finishing this module, children should be confident in writing all the capital and printed letters and numbers and symbols.

Module 3 Lesson Planners - Year 2

Module 3 - Children in Year 2 will continue with the printed style of handwriting ensuring formation is fluent and correct. Children will be introduced to pre-cursive patterns and some cursive letters and how to join them. Standards of writing will be reviewed and progression will be discussed with the English Lead.

The sections in this module cover:

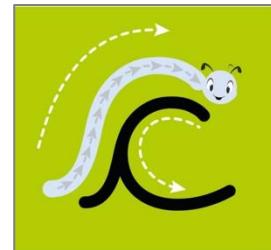
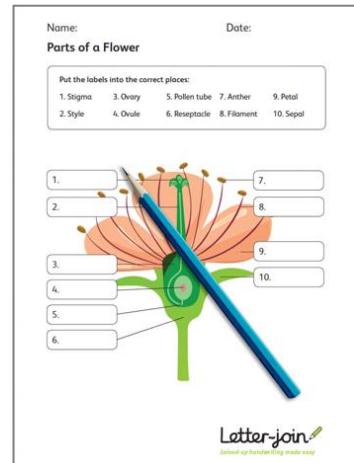
- printed letters
- cursive letters and words
- letter families
- high frequency words
- joining techniques
- sequencing sentences
- dictation exercises
- times table facts

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 three times a week in Lower Key Stage 2. Depending on the standard in Upper Key Stage 2, frequency of discrete provision will be discussed with the English Lead.

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.

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®

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

Dictation Exercises

Key Stage 2
 More challenging exercises

4 small notebooks

24-10-2003

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

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

Key Stage 2
 Traditional stories and poems:

Hansel and Gretel

Suckling pig, repeat, and an old woman came out.

Dictation exercises using extracts from traditional stories and poems.



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 Year 6 presents learners with a range of tasks where they have to decide on an 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.

This is a programme used to support the teaching of handwriting. All modules will be taught at the standard of the cohort to close any gaps and to ensure progression. Adaptations to modules will be made where necessary, however, the teaching of letter formation/style will stay the same.

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 human-like qualities. Display Letter-pal's Personification worksheet on the IWB. Read and discuss with the class the personification example sentences. Ask pupils to write their own examples of personification. Complete handwriting
464	<ul style="list-style-type: none"> Display Letter-pal's Personification worksheet on the IWB. Read and discuss with the class the personification example sentences. Invite children to write their own examples of personification. Practise I personification Practise handwriting Explore handwriting

Name: _____ Date: _____			
Spelling 1			
Words ending in <u>ous</u> and <u>ous</u>			
Look	Trace	Copy	Cover and write
delicious	delicious	delicious	delicious
precious	precious	precious	precious
conscious	conscious	conscious	conscious
spacious	spacious	spacious	spacious
mean	mean	mean	mean
confidence	confidence	confidence	confidence
cautious	cautious	cautious	cautious
ambitious	ambitious	ambitious	ambitious
scrupulous	scrupulous	scrupulous	scrupulous
superstitious	superstitious	superstitious	superstitious
ridiculous	ridiculous	ridiculous	ridiculous

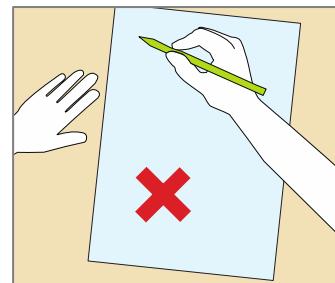
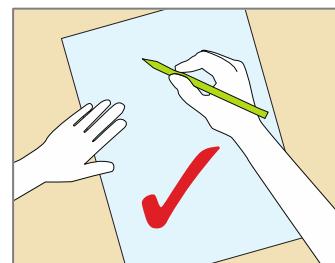
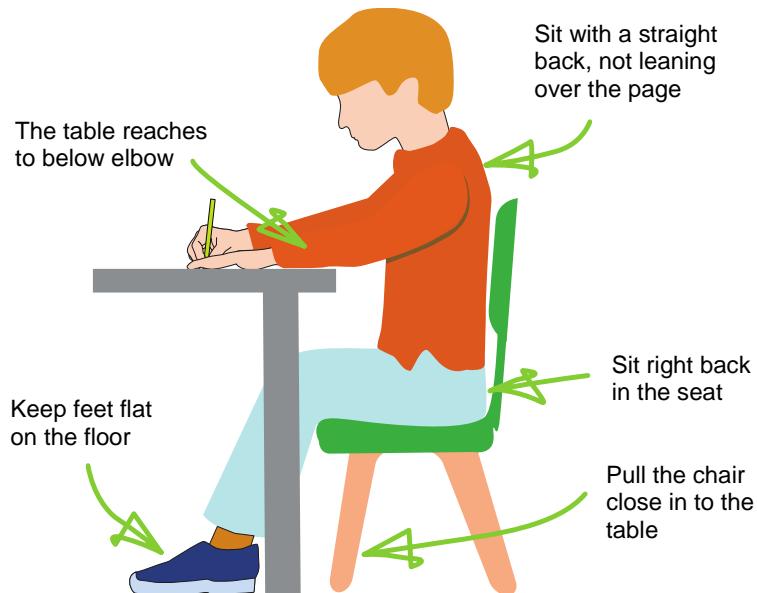
Challenge: Write a paragraph using as many of these words as possible.

I was **superstitious** about the **ridiculous** meal being history because it was **really** scrumptious. I was **cautious** because it was **so** delicious! The chef was very **precious** about the recipe and got quite **ambitious** when I ask for the ingredients. The **ambitious** chef added a few extra and I was **conscious** of the **conscious** staff because **superstitious** about their name. They would burst into infectious laughter all the time.

Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

SITTING POSITION

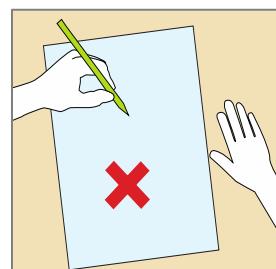
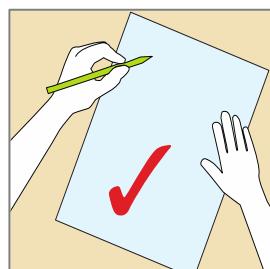
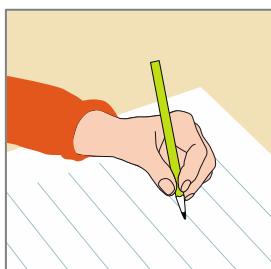
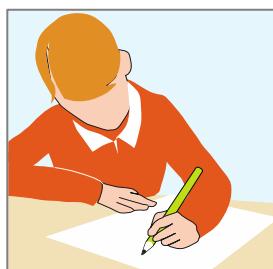


Paper position for right-handed children.

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.

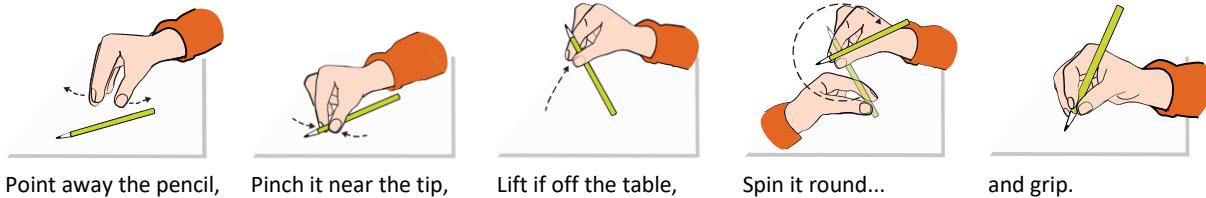


Paper position for left-handed children.

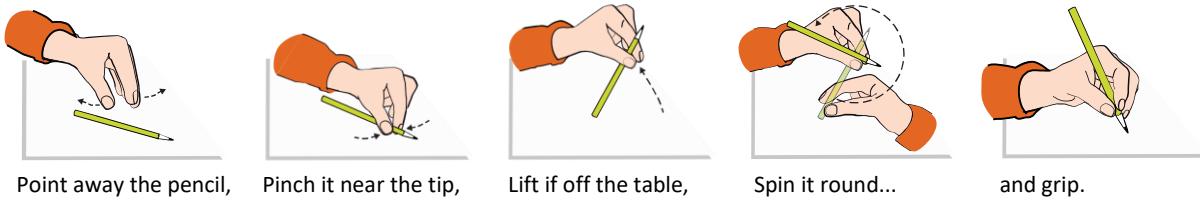
The Tripod Pencil Grip

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:

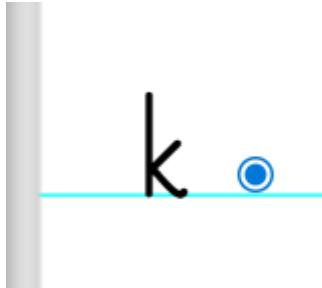
Right-handed pencil grip



Left-handed pencil grip



Reception alternative



Letter-Join Print Plus

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

Letter-join 

Letter-Join Plus

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

