

Scampton Church of England Primary School

POLICY FOR THE TEACHING AND LEARNING OF HANDWRITING

Introduction

At Scampton School we endeavour to enable children to develop the ability to write in a consistent, well presented and legible format, with ease speed and eligibility. Handwriting skills are taught regularly and systematically throughout the school.

Intent (Why we have planned our Handwriting Curriculum)

At Scampton we have planned our Handwriting Curriculum so that it builds on prior skills, but also meets individual needs and development.

Transcription skills are given a high priority throughout the infants. Hence children not only receive discrete handwriting lessons but adults prioritise verbal feedback and live marking to improve accuracy of formation across all areas of learning. This continues throughout KS2.

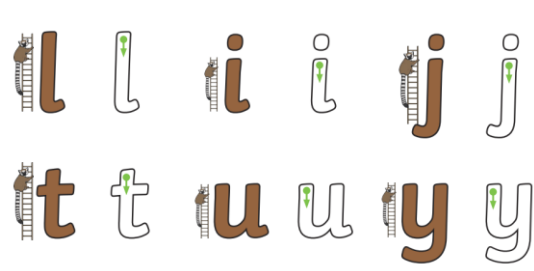
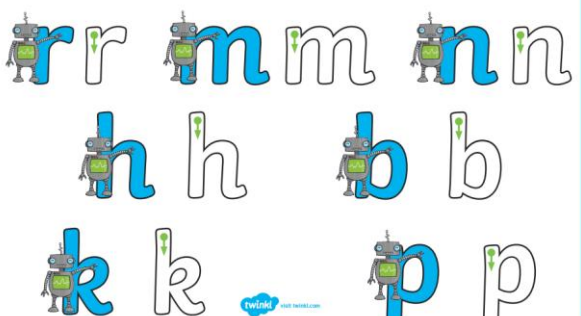
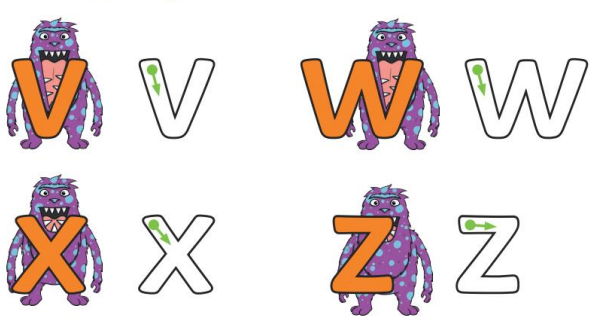
Implementation (How we teach our Handwriting Curriculum)

In EYFS children will be taught to develop and strengthen their gross and fine motor skills through discrete adult guided activities and through continuous provision in an enabling environment.

In the Autumn Term discrete handwriting sessions focus on:

- Developing fine motor and gross motor skills
- Developing the accuracy of the pencil grip
- Drawing the shapes replicated by the different letter families.

Letter formation is initially taught in EYFS within phonic lessons as part of the FFT Success For All Phonics Scheme. When children are ready the handwriting sessions will move to focussing on letter formation. These lessons are structured based on letter families, but the mnemonics from FFT are still used. Transcription skills are also reinforced and prioritised during any additional writing sessions.

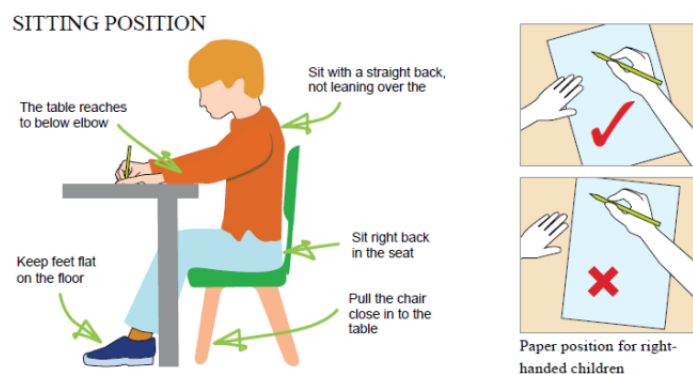
Letter Families	
Curly Caterpillar Letters 	Ladder Letters 
One Armed Robot Letters 	Zigzag Monster Letters 

Children are explicitly taught strategies on how to use a tripod grip and given pencils which are designed to encourage this.

- *Hold a pencil correctly. Children should be encouraged to use a tripod pencil grip, where the pencil is gripped between the index finger and the thumb. The middle finger is then used to support the underside of the pencil as shown below. Reception children will use tripod pencils to support this.*



They are also encouraged to adopt the correct posture when writing.



(children who are left handed should reposition the paper the other way and sit to the left hand side if seated next to a right handed child.)

In the Spring term handwriting lessons continue to teach letter formation in letter families, paying particular attention to the start and finish of a letter. Children are also encouraged to start at the edge of the page and continue across to the other side. When they are ready, they are supported to write on the line.

During the summer term, when and if individual children are ready, they are given a handwriting book. With support, they are encouraged to think more carefully about the size of their letters. This is in readiness for Year 1.

Initially children use large pieces of paper and felt tip to record their work before moving to an A4+ blank book with the use of a tripod pencil. Once children begin to show understanding to write across a page from left to right and are able to control the size of their letters more accurately, they are provided with a 15mm lined book, this is usually by the start of the Spring Term. During the Summer term, children are taught to use handwriting books (red 21mm/Black 6mm) in preparation for KS1, but only if they are developmentally ready.

Our aim is that by the end of foundation stage all children hold a pencil correctly and are forming most of their letters correctly.

In Key Stage 1 children will continue to be taught accurate letter formation in discrete handwriting lessons, in the first 15 minutes of an English lesson. Throughout Key Stage 1 they continue to be taught letter formation within the letter families along with the mnemonics used in FFT phonics. Accurate transcription is also actively enforced in phonics, English and other curriculum areas.

In Year 1, in the Autumn, focus is given to ensuring letters are accurately formed. By the Spring Term children are then taught to develop the skills to maintain their formation as they fluently write words and dictated sentences. This continues into the Summer Term.

Year 1 children will initially use a blue English book, which has (Red 21mm/Black 6mm) handwriting lines. Once they are ready to develop a regular size and shape children will progress to use a yellow handwriting English book with (Red 15mm/Black 4 mm) lines. Once children develop an accurate handwriting within the handwriting lines children



Reviewed January 2026

will then be required to replicate this on normal 10mm lined paper. (Writing books in phonics replicate the same sized lines as their English book.)

A normal pencil size will be used. In some cases, depending on the specific needs, children may use pencil grips or pencils with a specific grip.

Our aim is that by the end of year one children will be forming all lower case and capital letters correctly, sitting each letter on a line.

In Year 2 children will be taught to form letters of a regular size and shape paying particular attention to ascenders and descenders.

In the Autumn Term letters are taught in letter families and focus is given to ensuring letters are accurately formed and of a reasonable size. By the Spring Term children are then taught to develop the skills to maintain their formation as they fluently write words and dictated sentences. Once children develop an accurate handwriting within the handwriting lines children will then be required to replicate this on normal 10mm lined paper. When they are developmentally ready and are able to write fluently, whilst maintaining accuracy of formation, children will develop a pre-cursive print (where they learn to whoosh in and out when forming letters).

They will use a yellow handwriting English book with (Red 15mm/Black 4 mm) lines. Once children develop an accurate handwriting within the handwriting lines children will then be required to replicate this on normal 10mm lined paper. Spelling books replicate the size of these lines. By the summer term, children will use a 10mm lined English book to prepare them for Key Stage 2.

Our aim is that by the end of Year 2 children will be using a pre-cursive print and their letters will be correctly formed and of uniform size and spacing.

In Key Stage 2 children will be taught to join using a cursive script. Initially in handwriting books and later in all areas of the curriculum (When developmentally ready).

Children will receive a handwriting lesson at the start of their English lesson or within their spelling lesson. This is at the teachers discretion. However, transcription will also be prioritised throughout other areas of the curriculum.

KS2 teachers will periodically assess if children are competent at joined handwriting and rewarded with a pen licence and allowed to use a black handwriting pen.

In handwriting sessions and during independent work it is important that incorrect pencil grip and incorrect letter formation are identified and corrected at the point it occurs.

Impact

By KS2, writing should be fluid in style to allow children to apply all their attention into the content of their writing rather than thinking about letter formation.

By year 6, children will write with a legible, cursive handwriting using flowing movements and patterns.

Our aim is that by the time children leave Scampton School they are able to write with ease, fluidity, speed and legibility.