



HSP

Handwriting Policy

EDUCATE. EMPOWER. INSPIRE.

Version Number	Version Description	Date of Revision
1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
3	Reviewed & revised	Sept 2025

HSP Handwriting & Presentation Policy

At HSP we recognise how important it is for pupils to develop a fluent, legible handwriting style they feel good about, and that will serve them throughout their education and beyond.

We are committed to supporting staff to feel confident in teaching handwriting. We understand this is an on-going process of developing knowledge, application in the classroom, and opportunities for reflection and professional discussion.

We provide this through:

- CPD and support from a specialist consultant
- resources that provide consistency in approach across the school
- timetable allocation for structured daily practice
- a guidance document for staff
- staff survey each term
- a review of policy and guidance document each year
- keeping handwriting on the agenda at staff meetings
- A focus on handwriting and presentation during book looks

We will look at supporting parents to help their children in the next phase.

Guidance

This supporting document is designed to provide staff with clarity on:

- the HSP approach to teaching handwriting
- the process in place to support CPD in teaching handwriting
- national expectations and guidance related to handwriting

(DfE & Ofsted)

Approach

HSP uses:

- Read write Inc
- The following formations are taught up to the end of Year R, using Read Write Inc mnemonic phrases and Better Handwritten directional instructions.

Lowercase letters:

a b c d e f g h i

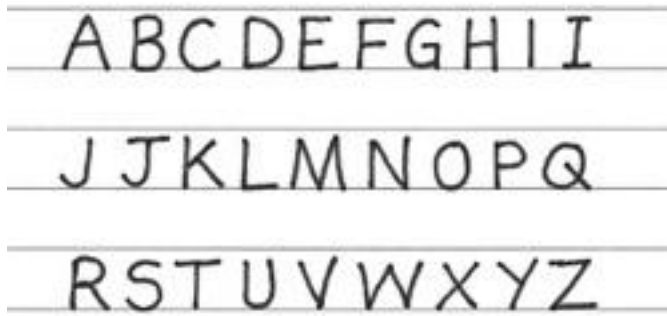
j k l m n o p q r

s t u v w x y z

Note: this alternative short formation of f may also be taught:

A diagram showing an alternative short formation of the lowercase letter 'f'. It consists of a single vertical stroke that is slightly curved at the top and ends in a small hook at the bottom. There is no crossbar.

Capital letters:



The Better Handwritten Resource Library provides practice sheets and demonstration videos.

- The following formations are introduced during Spring Term Year 1, in preparation for introducing some joins



- During Year 2, the 'wiggly r' formation is introduced for joining to letters other than 'e'
- Joining 'r', 'f', 'v' and 'w' to 'e' will be introduced in Year 1
- These formations may be introduced from Year 3, to explore development of personal style



Staff should be aware of connections between letters, either relating to formation or positioning on the lines. This can be helpful in teaching formations progressively, or in supporting improved legibility. Note, we can group letters in different ways; the benefit of doing so is to help raise awareness and build fluency through repetition of related strokes. The approach should be flexible, not rigid, and responsive to children's needs.



c o a d g g q
 s f f l e e
 r r n m p
 h b k k
 l t

c o a s e e r r n m i u v w x z
 d h b k k l t f f l
 g g q f l y y j j p

height / position related grouping

i u y y j j
 v w x z

formation related grouping

C O Q G S
 I L F E H N K
 D B P R
 I T J U
 A M V W
 X Y Z

formation related grouping

From Summer Y1 joins will be introduced between

- pairs of letters (personal targets and digraphs)
- three letters (personal targets and trigraphs)

Children will begin to join more letters as they explore and make connections. This natural progression will be monitored and compassionately supported with explicit instruction and positivity

All classes will have a dedicated daily handwriting practice session, following the RWI scheme, lasting 10-15 minutes in total. Writing time will be approximately 5 minutes. The emphasis is quality over quantity during the practice process.

Faster writing at length will take place across the curriculum, outside the practice session.

Conversations with pupils around emotions, metacognition, forming habits, skill development, personal identity, and evidence from neuroscience in relation to handwriting, will be on-going.

The Practice Process comprises of:

Action	Purpose
Bonus Picture	interest / novelty / building connection
Tick best example	comparison / raising awareness
Watch demonstration	model
Write	hand-eye coordination / repetition

Tick best example	tick best example
Independent choice	curiosity/reflection/autonomy
Word practice	application
Sentence practice	application

The process will be adapted to support individual needs, eg some children may only do 2 rows of practice. Independent choice, word and/or sentence application may be done in separate sessions.

What to teach:

Handwriting Plan

Class / Teacher: _____

W/B _____

	Focus	Notes
Monday	Personal Targets	
Tuesday	Phonics/Spelling connection	
Wednesday	Phonics/Spelling connection	
Thursday	Phonics/Spelling connection	
Friday	Phonics/Spelling connection	



Personal Targets will be set and reviewed regularly (roughly every 3 weeks)

Teachers will review writing and identify a target letter or join. This may be influenced by size and positioning in relation to the lines, as well as direction of formation and legibility.

In Key Stage 2, particularly in Years 5 and 6, pupils working at greater depth will form a group to develop their speed writing and use of handwriting to support memory and well-being (eg mind mapping or journaling), and for connection (eg letter writing)

Personal targets will be embedded in writing across the curriculum as follows:

- Target letter / letters to be written 3 times slowly and carefully before each writing task. They tick the example they like best
- After writing pupils identify a word containing their target letter / letters and rewrite twice, slowly and carefully. They tick the example they like best
- If there isn't a word that includes their target letter/letters they think of a word to write that does, or choose an alternative word where they think they can improve upon formation

Supporting Staff

- Literacy Lead to survey staff each term, identifying successes, challenges, questions and requests
- Staff to approach Literacy Lead at any time to request support
- School leaders will identify on-going training requirements for individuals or all staff

Literacy Lead: Chloe Redfearn (Head of School)

National expectations and guidance

Early Years Foundation Stage (EYFS) Statutory Framework

Published: 31 March 2021

Effective: 1 September 2021

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Activities and experiences must include
Physical Development
<ul style="list-style-type: none">• Gross motor skills• Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy
Literacy
<ul style="list-style-type: none">• Handwriting
Early Learning Goals
the knowledge, skills and understanding children should have at the end of the academic year in which they turn five (Reception)
Children at the expected level of development will:
Fine Motor Skills
<ul style="list-style-type: none">• Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases
Writing
<ul style="list-style-type: none">• Write recognisable letters, most of which are correctly formed

'Development Matters' Non-Statutory Curriculum Guidance for the

Birth to 3 -babies, toddlers and young children will be learning to:
Physical Development
<ul style="list-style-type: none"> • Develop manipulation and control.
<ul style="list-style-type: none"> • Explore different materials and tools.
Examples of how to support this: <ul style="list-style-type: none"> ◇ Provide different types of paper for children to tear, make marks on and print on.
Literacy
<ul style="list-style-type: none"> • Enjoy drawing freely.
<ul style="list-style-type: none"> • Add some marks to their drawings, which they give meaning to. For example: “That says mummy.”
<ul style="list-style-type: none"> • Make marks on their picture to stand for their name.
Examples of how to support this: <ul style="list-style-type: none"> • Provide a wide range of stimulating equipment to encourage children’s mark-making. <p>Suggestions:</p> <ul style="list-style-type: none"> • large-scale sensory play, such as making marks with fingers in wet sand or in a tray of flour • using sticks and leaves to make marks during Forest school sessions • large brushes with paint or water • dragging streamers through puddles • Once large-muscle co-ordination is developing well, children can develop small-muscle coordination. Playground chalk, smaller brushes, pencils and felt pens will support this.
3 and 4-year-olds will be learning to:
Physical Development
<ul style="list-style-type: none"> • Use a comfortable grip with good control when holding pens and pencils.
<ul style="list-style-type: none"> • Show a preference for a dominant hand.
Examples of how to support this: <ul style="list-style-type: none"> • The tripod grip is a comfortable way to hold a pencil or pen. It gives the child good control. The pen is pinched between the ball of the thumb and the forefinger, supported by the middle finger with the other fingers tucked into the hand. You can help children to develop this grip with specially designed pens and pencils, or grippers. Encourage children to pick up small objects like individual gravel stones or tiny bits of chalk to draw with.
Literacy

<ul style="list-style-type: none"> • Use some of their print and letter knowledge in their early writing. For example: writing a pretend shopping list that starts at the top of the page; writing 'm' for mummy.
<ul style="list-style-type: none"> • Write some (or all) of their name.
<p>Examples of how to support this:</p> <ul style="list-style-type: none"> • Motivate children to write by providing opportunities in a wide range of ways. <p>Suggestions:</p> <ul style="list-style-type: none"> • clipboards outdoors, chinks for paving stones, boards and notepads in the home corner. • Children enjoy having a range of pencils, crayons, chinks and pens to choose from. • Apps on tablets enable children to mix marks, photos and video to express meanings and tell their own stories. • Children are also motivated by simple home-made books, different coloured paper and paper decorated with fancy frames.
3 and 4-year-olds will be learning to:
Literacy (continued)
<ul style="list-style-type: none"> • Write some letters accurately
<p>Examples of how to support this:</p> <ul style="list-style-type: none"> • Help children to learn to form their letters accurately. <p>First, they need a wide-ranging programme of physical skills development, inside and outdoors. Include large-muscle co-ordination: whole body, leg, arm and foot. This can be through climbing, swinging, messy play and parachute games, etc.</p> <p>Plan for small muscle co-ordination: hands and fingers. This can be through using scissors, learning to sew, eating with cutlery, using small brushes for painting and pencils for drawing.</p> <p>Children also need to know the language of direction ('up', 'down', 'round', 'back', etc).</p>

Children in Reception will be learning to:
Physical Development
<ul style="list-style-type: none"> • Use their core muscle strength to achieve a good posture when sitting at a table or sitting on the floor.
<p>Examples of how to support this:</p> <ul style="list-style-type: none"> • Provide areas for sitting at a table that are quiet, purposeful and free of distraction. • Give children regular, sensitive reminders about correct posture. Provide different chairs at the correct height for the range of children in the class, so that their feet are flat on the floor or a footrest. • Provide different tables at the correct height for the range of children in the class. The table supports children's forearms. The top of the table is slightly higher than the height of the child's elbow flexed to 90 degrees.

- **Develop their small motor skills so that they can use a range of tools competently, safely and confidently.**

Suggested tools:

- pencils for drawing and writing
- paintbrushes
- scissors
- knives, forks and spoons

Examples of how to support this:

- Before teaching children the correct pencil grip and posture for writing, check:

They have developed their upper arm and shoulder strength sufficiently: they do not need to move their shoulders as they move their hands and fingers they can move and rotate their lower arms and wrists independently

- Help children to develop the core strength and stability they need to support their small motor skills.

Regularly review the equipment for children to develop their small motor skills. Is it appropriate for the different levels of skill and confidence of children in the class? Is it challenging for the most dexterous children?

Children in Reception will be learning to:

Physical Development

Continuously check how children are holding pencils for writing. Offer regular, gentle encouragement and feedback. With regular practice, the physical skills children need to develop an efficient handwriting style will become increasingly automatic.

Develop the foundations of a handwriting style which is fast, accurate and efficient.

Examples of how to support this:

- Encourage children to draw freely.
- Engage children in structured activities: guide them in what to draw, write or copy.
- Teach and model correct letter formation.
- Continuously check the process of children's handwriting (pencil grip and letter formation, including directionality). Provide extra help and guidance when needed.
- Plan for regular repetition so that correct letter formation becomes automatic, efficient and fluent over time.

Children in Reception will be learning to:

Literacy

Form lower-case and capital letters correctly.

Examples of how to support this:

- Teach formation as they learn the sounds for each letter using a memorable phrase, encouraging an effective pen grip. When forming letters, the starting point and direction are more important at this stage than the size or position of the letter on a line.

National Curriculum Teacher Assessment Framework – **DfE**

First published: 11 September 2013 Last updated: 6 May 2015

[Key Stage 1](#)

End of KS1
Working towards:
form lower-case letters in the correct direction, starting and finishing in the right place
form lower-case letters of the correct size relative to one another in some of their writing
use spacing between words
Working at the expected standard:
form 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.
Working at greater depth:
use the diagonal and horizontal strokes needed to join some letters.

[Key Stage 2](#)

End of KS2
Working towards:
write legibly. ¹
¹ At this standard, there is no specific requirement for a pupil's handwriting to be joined.
Working at the expected standard:
maintain legibility in joined up handwriting when writing at speed ²

²The national curriculum states that 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.’

Working at greater depth:

no additional statement

Research and analysis

Ofsted Research review series: English

Updated 15 July 2022

[research-review-series-english](#)

Handwriting

The national curriculum specifies that children should be taught to correctly form letters of the correct size and orientation.^[footnote 70] This requires effort and attention, as well as suitable motor skills. There is evidence that repeated practice in handwriting is necessary to go beyond accuracy to fluency in letter formation.^[footnote 71] There is no need to start the formal teaching of handwriting before Reception, but children at the end of the EYFS should be able to ‘hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases’.^[footnote 72]

The national curriculum requires children to learn unjoined handwriting before they ‘start using some of the diagonal and horizontal strokes that are needed to join letters’.^[footnote 73] Delaying teaching joined handwriting gives teachers and children time to focus on other aspects of the writing process, such as composition, spelling and forming letters correctly.

Research supports the idea that writing letters may be important for supporting children’s early reading development, because it stimulates the areas of the brain known to underpin successful reading. A small study with 4- to 5-year-olds showed that practice in writing letters ‘stroke by stroke’ may be the ‘gateway’ through which beginning readers learn to recognise the features of each letter, as well as learning which features are not important.^[footnote 74]

There is also evidence that repeated practice in handwriting, going beyond accuracy to fluency, leads to success in higher-level writing tasks.^[footnote 75] Skilful handwriting has an impact on composition. According to 2 meta-analyses of research on handwriting instruction, teaching handwriting is closely associated with the quality, length and fluency of writing.^[footnote 76] As these meta-analyses showed, teaching handwriting can improve writing because the pupil can spend more time planning, thinking about content and constructing the sentences.

Based on the above, high-quality English in early years/key stage 1 may have the following features:

- Children get the practice they need to acquire fluent transcription skills (spelling and handwriting), which is the foundation for their progress in writing.

Research and analysis

Ofsted

Published: 30 November 2017 Last Updated: 5 January 2018

A report looking at the Reception curriculum in successful schools and how well it prepared 4- and 5-year-olds for the rest of their education and beyond.

[‘Bold beginnings: The Reception curriculum in a sample of good and outstanding primary schools’](#)

In the schools visited in which outcomes by the age of five were above the national average, and in which this trend continued across the school, leaders and staff focused resolutely on doing certain elements of the Reception curriculum exceptionally well, including:

- teaching handwriting directly

Handwriting

Strong phonics teaching was the main vehicle for developing children’s spelling and handwriting (transcriptional skills). The vast majority of the schools visited used a scheme throughout the school, including to teach letter formation in Reception.

Most of the schools visited taught children to:

- listen to sounds and identify the correct corresponding graphemes (letters or groups of letters), according to the GPCs taught in the school’s phonics programme
- sit correctly on a chair at a table when writing
- hold a pencil correctly and comfortably using the tripod grip
- form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters, as prompted by the phonics programme being followed
- write, from dictation, simple English words made up of the GPCs they had learned
- write correctly a few of the common exception words that had been learned for reading
- write their own name correctly
- write simple sentences from dictation
- begin sentences with capital letters and finish with full stops.

Headteachers in the schools visited agreed that children needed to be able to form all letters correctly and consistently before joined-up handwriting was considered. Nearly all were unanimous in their view that they did not teach a cursive or pre-cursive script in Reception. These headteachers believed that it slowed down children’s writing, at a point when they already found manual dexterity tricky and the muscles in their shoulders, arms and hands were still developing.

Some of the headteachers also did not encourage the over-use of mini whiteboards in Reception or, indeed, in the school as a whole. They believed that Reception children should have frequent practice of writing on paper – in other words, a rougher surface than a whiteboard. Whiteboard pens were too chunky for small hands to hold in the correct grip that should be used for a pencil. The whiteboard was also slippery, meaning that children could not control their hand movements properly and form letters correctly

DfE Guidance

Validation of systematic synthetic phonics programmes:

supporting documentation

Updated 17 June 2022

[validation-of-systematic-synthetic-phonics-programmes](#)

11. provide resources that support the teaching of lower-case and capital letters correctly, with clear start and finish points. The programme should move children on by teaching

them to write words made up of learned GPCs, followed by simple sentences composed from such words as well as any common exception words ('tricky words') learned (see Note 3)

Note 3

At first, children should not be taught to join letters [\[footnote 3\]](#) or to start every letter 'on the line' with a 'lead-in', because these practices cause unnecessary difficulty for beginners. Children may be taught to join the letters in digraphs, but this is optional. (All resources designed for children to read should be in print).

Footnote 3: Children may be taught simple exit strokes for letters that end 'on the line' (a, d, h, i, k, l, m, n, t, u).

HSPS uses:

- Little Wandle Letters and Sounds Revised
- The Better Handwritten approach & resources

Little Wandle:

We teach letter formation using our formation phrases, which make a link between the mnemonic and the letter. As per the Department for Education guidance we do not teach cursive.

We encourage schools to also make time to teach handwriting outside the phonics lesson. Use our Phase 2 grapheme information sheets to remind you of the letter formation phrase and pronunciation phrase for each grapheme. [Phase 2 Grapheme Information Downloads](#)

Once your children have established letter formation, please use your school handwriting policy/programme to teach handwriting.

DfE Guidance

The Reading Framework: teaching the foundations of literacy

[Guidance for schools](#)

Published 10 July 2021

Last updated: 27 January 2022

Capital and lower-case letters

Capital and lower-case letters Programmes teach that each lower-case letter has a corresponding capital letter; they share the letter name and represent the same sound. Children are taught, for example, that both 'a' and 'A' are called /ae/ and are pronounced /a/. Some programmes teach the names of letters only once children have learnt to say the sounds.

For writing (spelling and handwriting), children should:

- practise segmenting spoken words into their individual sounds

- choose which letter or letters to represent each sound
- practise a correct pencil grip
- be taught the correct start and exit points for each letter, which should not include 'lead-in' strokes from the line (see below)
- respond to dictation from the teacher, practising writing words in sentences that include only the GPCs and exception words they have learnt

Learning to form letters requires considerable effort and attention. Schools, therefore, should consider the advantages to children of delaying the teaching of joined handwriting.

Nearly all the headteachers in the schools Ofsted visited for its 'Bold beginnings' survey did not teach a cursive or pre-cursive script in Reception. They told inspectors that they believed: ... it slowed down children's writing, at a point when they already found manual dexterity tricky and the muscles in their shoulders, arms and hands were still developing.

Finally, sitting on the floor and writing on a mini whiteboard does not help children learn to hold a pencil and form letters correctly. To write, they should sit comfortably on a chair at a table. Using a whiteboard also means there is no paper record of the work, for the child, the teacher, or the parent.