



Baslow St-Anne's C of E Primary



Growing healthy minds and hearts together



“Life in all its fullness”

HANDWRITING POLICY

Person/Committee responsible for reviewing/updating this plan	English Lead –Lucy Grant
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Date of Review	Minute Number	For Next Review	Comments
2017		2021	
12/09/2022	05-C&S-09-22		Number formation guide amended – T. Osborn
18/06/2026	5.2/C&S/0726		Addition of SEND and updates on writing framework – L. Grant

Principles and Values

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life, nurturing and embedding our key values of: respect, kindness and trust.

AIMS

We aim to develop the children's ability to write with ease, speed and legibility, enabling them to maximise the fluency, quality and quantity of their work. Children learn cursive handwriting, which teaches them to join letters as a series of flowing movements and patterns. Links are made between handwriting, phonics and spelling.

We believe that developing handwriting is a life skill and will aid developing confidence and self-esteem.

STATUTORY REQUIREMENTS

Statutory requirements for the teaching and learning of English are laid out in the New National Curriculum English Document (2014), in the Physical Development and Literacy section of the Early Years Foundation Stage (2021) and [The Writing Framework \(2025\)](#).

In the Early Years Foundation Stage 2 children should be given the opportunities to:

- ✓ Give meaning to marks they make as they write
- ✓ Use some clearly identifiable letters to communicate meaning
- ✓ Engage in activities requiring hand-eye co-ordination
- ✓ Use one handed tools and equipment
- ✓ Draw lines, circles and patterns using fine and gross motor skills
- ✓ Handle and manipulate a variety of objects with increasing control
- ✓ Learn how to hold a pencil effectively with good control
- ✓ Begin to use anti-clockwise movements and re-trace vertical lines
- ✓ Begin to form recognisable letters correctly and learn the correct lower case formation and where appropriate, to be introduced to upper case formation
- ✓ Develop a preference for a dominant hand
- ✓ Start and finish letters correctly

At Key Stage One (Years 1 & 2) children should be taught:

- ✓ To write left to right and top to bottom of a page
- ✓ To form letters of regular size and shape
- ✓ To put regular spacing between letters and words and learn positioning of letters on lines
- ✓ How to form lower and upper-case letters
- ✓ How to join letters

- ✓ The importance of clear and neat presentation in order to communicate their message effectively

At Key Stage Two (Years 3-6) children should be taught:

- ✓ To write legibly and to join with increasing consistency, fluency and speed
- ✓ To use different forms of handwriting for different purposes

All children are taught the skills appropriate to their age group but also their own personal learning journey and as such, the above break down of skills is intended as a general guide.

THE GOVERNING BODY

Regular reports are made to the Governing Body and in particular to the English Key Role Governor, on the progress of English provision, including handwriting.

This Policy will be reviewed every three years or in the light of changes to legal requirements.

TEACHING AND LEARNING

General

- Display writing throughout the school includes exemplary cursive handwriting, children's handwriting at different stages, block letters and computer generated writing.
- When marking and commentating in feedback to the children, staff use cursive handwriting as appropriate (discretion used in EYFS and KS1).
- Children are given the experience of a variety of writing tools.
- Children use blue pens, earning 'Pen Licences' from Year 4 upwards. All Year 6 children will write in blue pen (not biro).
- Photocopiable masters, Nelson text books, handwriting books and lined books/paper are used throughout the school as appropriate. Guidelines are also used when the children are writing on plain paper.
- Left handed children always sit on the left side of right handed children, so their elbows don't bump. They are encouraged to find a comfortable orientation for their paper and hold their pencil/pen in the correct 'pincer' grip throughout school.

Foundation Stage 2

In FS2, children take part in activities to develop gross and fine motor skills and recognition of patterns. We work on developing a strong core and well developed balance in children through a variety of games and activities. We use wiggle to squiggle and dough disco to develop co-ordinated arms and to help children gain good control of their hands and fingers. Handwriting and letter formation is taught through play based activities and phonics, letter and formation in sand, playdough, tracing etc. Children then learn formation, size and position and if appropriate, then move onto upper case letters: formation and size then positioning. We teach printed lower case letter formation in families (see appendix 2) and this links with the children's recognition and understanding of the letters in their phonics/reading and by learning in families, it aids recall and progress.

Key Stage 1

Children start practising using their cursive style to begin joining their letters from Year 2 onwards. Handwriting is taught regularly, with regular formal sessions taught throughout the week. Furthermore, it is linked to their phonics session within the teaching of Literacy.

As well as the Statutory requirements, the children are taught to:

- ✓ *Develop their fine motor skills with a range of multi-sensory activities*
- ✓ *Practise patterns and free flowing hand motions*
- ✓ *Be consistent with size and shape of letters and spacing of letters and words*
- ✓ *Sit letters on the line and ensure that ascenders reach the appropriate height and that descenders finish below the line*
- ✓ *Use the correct tripod pencil grip*
- ✓ *Have a correct posture and position*
- ✓ *From Year 2, they will start to use cursive handwriting*

Key Stage 2

During this stage, the Year 3 and 4 children continue to have handwriting as a direct focus at least twice a week and regular standalone practise of handwriting. Upper KS2 continue to apply this in all their written work. Interventions are in place for those who need extra practise. Our aim is for the children to develop a clear and fluent style by the end of Key stage 2 and to be able to adapt their handwriting for the following different purposes:

- A neat legible hand for finished, presented work
- A faster script for notes
- Block print where appropriate for labelling maps and diagrams

SEND and Inclusive Practice

The 2025 DfE Writing Framework requires:

- Adjusting legibility/speed expectations.
- Offering alternative recording methods (typing, dictation).
- Using adapted tools, extra time, and multi-sensory techniques.
These measures ensure pupils with dyslexia, dyspraxia, ADHD, autism, or other needs can progress without compromising quality.
- Varied accessibility arrangements for children with SEND will be implemented as needed for assessment purposes and from common practice in school

Letter Formation, Families and Cursive Style

See Appendix 1 for letter formation and cursive style that will be taught consistently throughout the school. See Appendix 2 for letter families used when teaching handwriting.

ASSESSMENT

Children are assessed continuously throughout the school, through the use of formative, summative, self and peer assessment. Please refer also to our Assessment Policy.

Devised by the whole staff.

Handwriting Policy Baslow St. Anne's Church of England Primary School – June 2026

Written by T. Osborn updated by L. Grant

January 2021

Reviewed: September 2022

Reviewed by Lucy Grant: June 2026

Appendix 1

- ✓ Upper case letters never join
- ✓ Join cursive lower-case letters from the base line

Aa Bb Cc Dd

Ee Ff Gg Hh Ii

Jj Kk Ll Mm

Nn Oo Pp Qq

Rr Ss Tt Uu Vv

Ww Xx Yy Zz

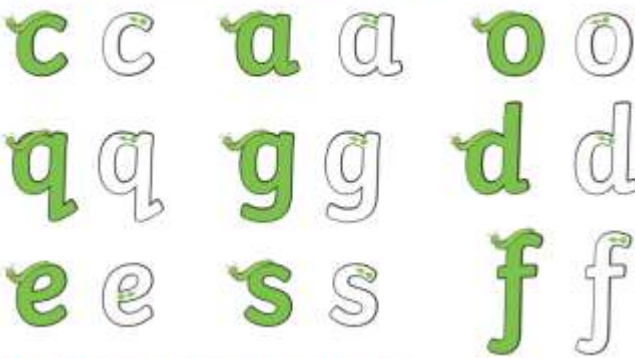
Number Formation guide

0 1 2 3 4 5 6 7 8 9

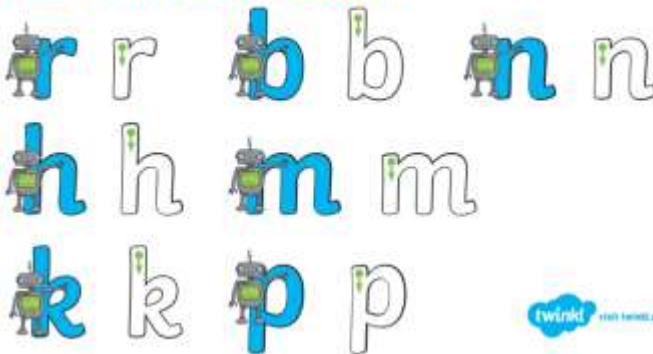
Appendix 2

- ✓ Handwriting letter families

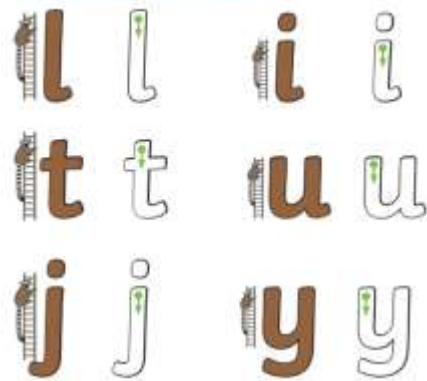
Curly Caterpillar Letters



One Armed Robot Letters



Ladder Letters



Zigzag Monster Letters

