

Handwriting Policy

for

Carterhatch



Infant School

Adopted	January 2021
Review	January 2023

The best start in life for all our children

At Carterhatch Infant School we aim for our children to leave in Year 2 with the ability to write using fast, fluent, legible and sustainable handwriting. We believe that handwriting is integral to a child's personal development and know that children's engagement and self-esteem can be improved by their satisfaction and pride in good quality presentation.

In addition to teaching handwriting during our regular handwriting lessons, we have high expectations that children will apply these skills across all writing activities. Our school uses the *Penpals for Handwriting* Programme.

Progression of Skills

Handwriting is a developmental process with its own distinctive stages of sequential growth.

- Physical preparation for handwriting: gross and fine motor skills leading to mark-making, patterns and letter formation (EYFS F1 and F2, 3-5 years)
- Correct letter formation is taught, practised, applied and consolidated (EYFS /Y1).
- Joining is introduced only after correct letter formation is used automatically (Y1/Y2).
- Joins are introduced systematically and cumulatively (Y2).
- As children practise joining, they pay attention to the size, proportion and spacing of their letters and words (to be continued in KS2).

Correct letter formation for lower case letters.



Link to letter animations

Letter families

<https://www.youtube.com/watch?v=nA5VN9z9IPw&list=PL2HgNIO5uPKBKHkdjBGU3IYnQEibe6bd2>

In alphabetical order

<https://www.youtube.com/watch?v=ih-vP5nTTLM&list=PL2HgNIO5uPKAHdTommWpxBlmkn2cTceRI>

We use the Sassoon Primary font and we teach children how to write letters with an exit flick in preparation for a joined style of handwriting. Children are taught which letters when adjacent to one another are best left unjoined.

Correct letter formation for upper case letters.



Link to letter animations

https://www.youtube.com/watch?v=BY_joKDYISM&list=PL2HgNIO5uPKBRuMc8U9ITAtWp45i-8B6i

Numbers



Scope and sequence

Foundation 1 (Nursery)

Developing gross motor skills

- 1 Whole-body responses to the language of movement
- 2 Large movements with equipment
- 3 Large movements with malleable materials
- 4 Body responses to music

Developing fine motor skills

- 5 Hand and finger play
- 6 Making and modelling
- 7 Messy play
- 8 Links to art
- 9 Using one-handed tools and equipment
- 10 Hand responses to music

Developing patterns

- 11 Pattern-making
- 12 Investigating dots
- 13 Investigating straight lines and crosses
- 14 Investigating circles
- 15 Investigating curves, loops and waves
- 16 Investigating joined straight lines and angled patterns
- 17 Investigating eights and spirals

Foundation 2 (Reception)

Term 1

- 1 Angled patterns
- 2 Dots
- 3 Straight lines and crosses
- 4 Circles
- 5 Waves
- 6 Loops and bridges
- 7 Joined straight lines
- 8 Eights

- 9 Spirals
- 10 Left-to-right orientation
- 11 Mix of patterns
- 12 Review of patterns

Term 2

- 13 Introducing long-legged giraffe letters: l
- 14 Practising long-legged giraffe letters: l, i
- 15 Practising long-legged giraffe letters: u, t
- 16 Practising long-legged giraffe letters: j, y
- 17 Practising all the long-legged giraffe letters: l, i, t, u, j, y
- 18 Introducing one-armed robot letters: r
- 19 Practising one-armed robot letters: b, n
- 20 Practising one-armed robot letters: h, m
- 21 Practising one-armed robot letters: k, p
- 22 Practising all the one-armed robot letters: r, b, n, h, m, k, p
- 23 Practising all the long-legged giraffe and one-armed robot letters
- 24 Reviewing all the long-legged giraffe and one-armed robot letters

Term 3

- 25 Introducing curly caterpillar letters: c
- 26 Practising curly caterpillar letters: a, d
- 27 Practising curly caterpillar letters: o, s
- 28 Practising curly caterpillar letters: g, q
- 29 Practising curly caterpillar letters: e, f
- 30 Practising all the curly caterpillar letters: c, a, d, o, s, g, q, e, f
- 31 Practising all the curly caterpillar, long-legged giraffe and one-armed robot letters
- 32 Introducing zig-zag monster letters: z
- 33 Practising zig-zag monster letters: v, w, x
- 34 Practising all the zig-zag monster letters: z, v, w, x
- 35 Practising all the curly caterpillar and zig-zag monster letters
- 36 Reviewing all the curly caterpillar and zig-zag monster letters

Year 1

Term 1

- 1 Practising long-legged giraffe letters
- 2 Writing words with ll
- 3 Introducing capitals for long-legged giraffe letters
- 4 Practising one-armed robot letters
- 5 Practising long-legged giraffe letters and one-armed robot letters
- 6 Introducing capitals for one-armed robot letters
- 7 Practising curly caterpillar letters
- 8 Writing words with double ff
- 9 Writing words with double ss
- 10 Introducing capitals for curly caterpillar letters

Term 2

- 11 Practising long-legged giraffe letters, one-armed robot letters and curly caterpillar letters
- 12 Practising zig-zag monster letters
- 13 Writing words with double zz
- 14 Mixing all the letter families
- 15 Practising all the capital letters
- 16 Practising all the numbers 0–9
- 17 Writing words with ck and qu
- 18 Practising long vowel phonemes: ai, igh, oo
- 19 Practising vowels with adjacent consonants: ee, oa, oo
- 20 End-of-term check

Term 3

- 21 Numbers 10–20: spacing
- 22 Practising ch unjoined
- 23 Introducing diagonal join to ascender: ch
- 24 Practising ai unjoined
- 25 Introducing diagonal join, no ascender: ai
- 26 Practising wh unjoined
- 27 Introducing horizontal join to ascender: wh
- 28 Practising ow unjoined
- 29 Introducing horizontal join, no ascender: ow
- 30 Assessment

Year 1 overview and joining for Year 1

Letter families

Long-legged giraffe	l i t u j y ll L I T U J Y
One-armed robot	r b n h m k p R B N H M K P
Curly caterpillar	c a d o s g q e f ff ss C A D O S G Q E F
Zig-zag monster	z v w x zz Z V W X
Letter combinations	ck qu ai igh oo ee oa ow ch wh

Joins

Diagonal join to ascender	ch	Diagonal join, no ascender	ai
Horizontal join to ascender	wh	Horizontal join, no ascender	ow

Year 2

Term 1

- 1 Practising diagonal join to ascender: th, ch
- 2 Practising diagonal join, no ascender: ai, ay
- 3 Practising diagonal join, no ascender: ir, er
- 4 Practising horizontal join to ascender: wh, oh
- 5 Practising horizontal join, no ascender: ow, ou
- 6 Introducing diagonal join to e: ie, ue
- 7 Introducing horizontal join to e: oe, ve
- 8 Introducing ee

9 Practising diagonal join, no ascender: ie

10 Writing numbers 1–100

Term 2

11 Introducing diagonal join to anticlockwise letters: ea

12 Practising diagonal join to anticlockwise letters: igh

13 Practising diagonal join to anticlockwise letters: dg, ng

14 Introducing horizontal join to anticlockwise letters: oo, oa

15 Practising horizontal join to anticlockwise letters: wa, wo

16 Introducing mixed joins for three letters: air, ear

17 Practising mixed joins for three letters: oor, our

18 Practising mixed joins for three letters: ing

19 Size and spacing

20 End-of-term check

Term 3

21 Building on diagonal join to ascender: ck, al, el, at, il, ill

22 Building on diagonal join, no ascender: ui, ey, aw, ur, an, ip

23 Building on horizontal join to ascender: ok, ot, ob, ol

24 Building on horizontal join, no ascender: oi, oy, on, op, ov

25 Building on diagonal join to anticlockwise letters: ed, cc, eg, ic, ad, ug,
dd, ag

26 Building on horizontal join to anticlockwise letters: oc, og, od, va, vo

27 Introducing joins to s: as, es, is, os, ws, ns, ds, ls, ts, ks

28 Practising joining ed and ing

29 Assessment

30 Capitals

Joining for Year 2

Join	Letters in this box	To letters in this box	Joins taught
Diagonal join to ascender	a c e i l t	h k l t	ch, th, ck, al, el, at, il, ill, ok, ot, ob, ol
Diagonal join, no ascender	a c d e i k l n t u	e i n r y	ai, ay, ir, er, ie, ue, ee, le, ar, ur, in, ui, ey, aw, an, ip
		a c d g s (anticlockwise letters)	ea, ig, dg, ng, ed, cc, eg, ic, ad, ug, dd, ag, as, es, os, ns, ds, is, ls, ts, ks
Horizontal join, no ascender	o v w	e i n p r u v w y	ow, ou, oe, ve, or, oi, oy, on, op, ov
		a c d g o s (anticlockwise letters)	oo, oa, wa, wo, oc, og, od, va, vo
Horizontal join, to ascender	o w	h	wh, oh

Break letters

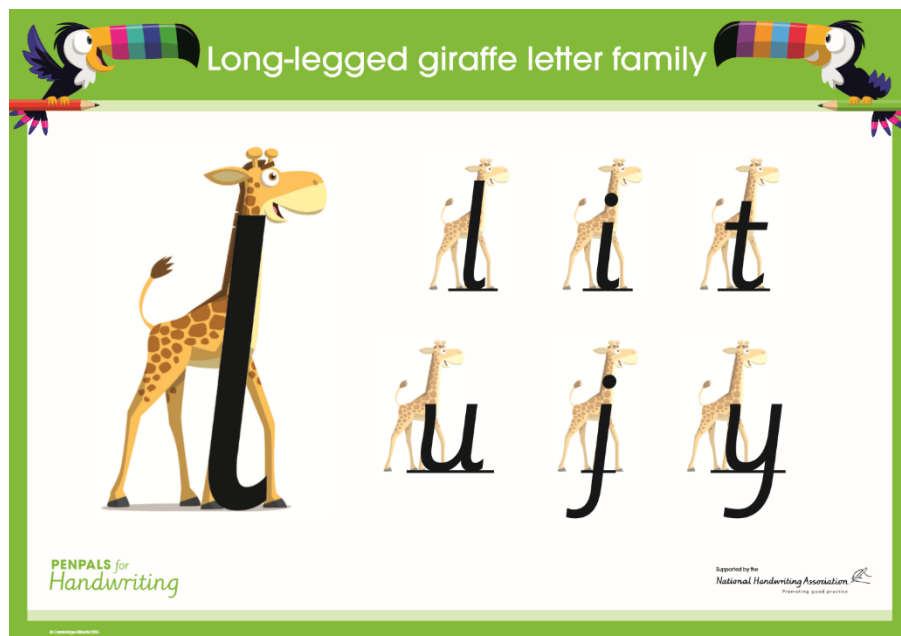
These letters do not join: *g j x y z*

We do not join from these letters yet: *b f p q s r*

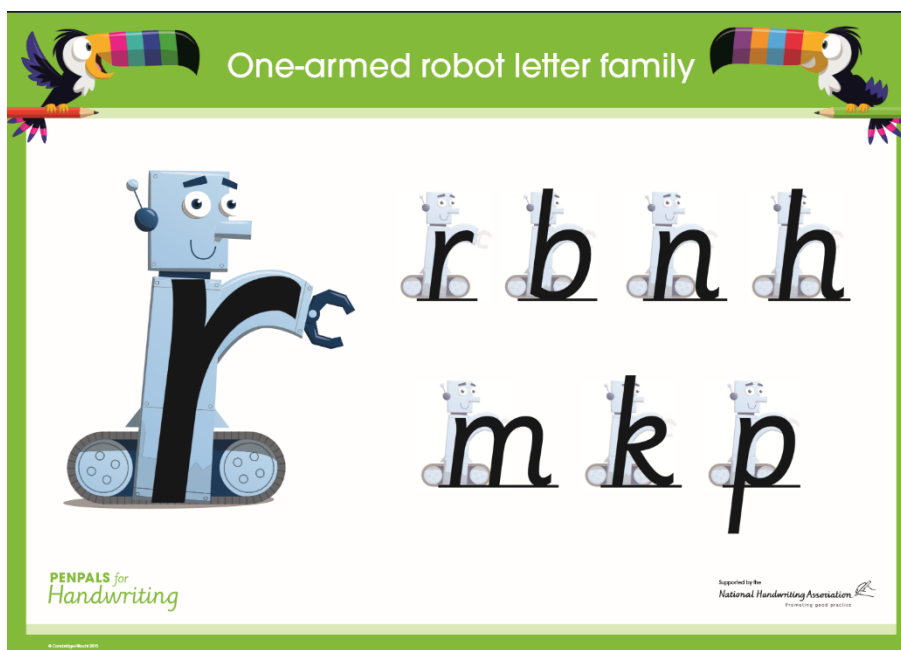
Letter families

Lower case letters are introduced in the following order in four family types.

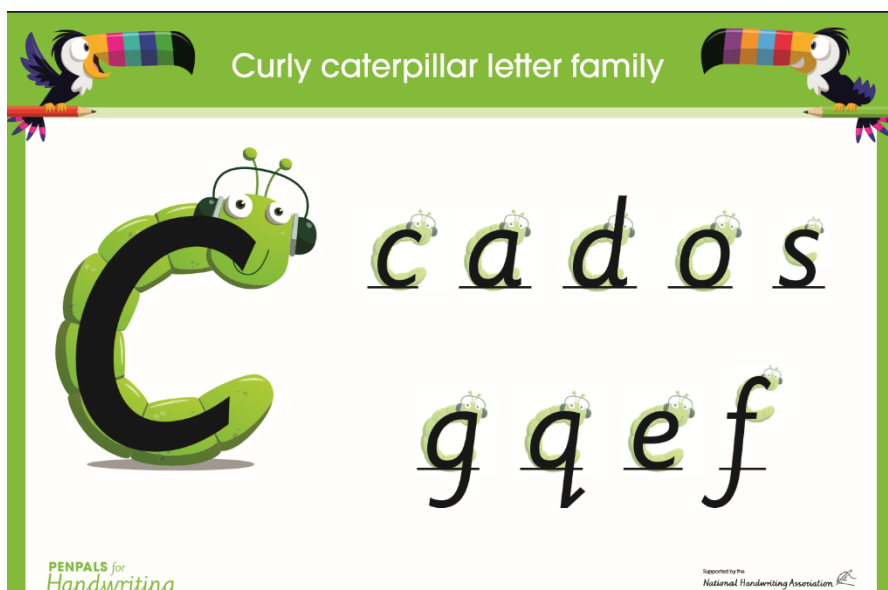
The family of long-legged giraffe letters



The family of one-armed robot letters



The family of curly caterpillar letters



The family of zig-zag monster letters



Mnemonics for letter formation (to be used early on alongside phonics)

<p>a</p>  <p>Around the apple and down the leaf.</p>	<p>b</p>  <p>Down the laces to the heel and around the toe.</p>	<p>c</p>  <p>Curl around the caterpillar.</p>	<p>d</p>  <p>Around the dinosaurs bottom, up his tall neck & down to his toes.</p>	<p>e</p>  <p>Lift off the top and scoop out the egg.</p>	<p>f</p>  <p>Down the stem and draw the leaves.</p>
<p>g</p>  <p>Around the girls face, down her hair and give her a curl.</p>	<p>h</p>  <p>Down the head, to his hooves and over his back.</p>	<p>i</p>  <p>Down the body and dot for the head.</p>	<p>j</p>  <p>Down his body, curl, dot for his head.</p>	<p>k</p>  <p>Down the kangaroo's body tail and leg.</p>	<p>l</p>  <p>Down the long leg.</p>
<p>m</p>  <p>Down Maisie, mountain, mountain.</p>	<p>n</p>  <p>Down Nobby and over his net.</p>	<p>o</p>  <p>All around the orange.</p>	<p>p</p>  <p>Down the pirates plait and around his face.</p>	<p>qu</p>  <p>Round her head, up past her earring, down her hair, and flick.</p>	<p>r</p>  <p>Down the robots back and curl over his arm.</p>
<p>s</p>  <p>Slither down the snake.</p>	<p>t</p>  <p>Down the tower, across the tower.</p>	<p>u</p>  <p>Down and under, up to the top and draw the puddle.</p>	<p>v</p>  <p>Down a wing, up a wing.</p>	<p>w</p>  <p>Down, up, down, up.</p>	<p>x</p>  <p>Down the arm and leg, repeat the other side.</p>
<p>y</p>  <p>Down a horn, up a horn and under head.</p>	<p>z</p>  <p>Zig-zag-zig.</p>				

Letter patters

Letter patters are the descriptions of pencil movements.

Long-legged giraffe family (lower case letters)

- l** Start at the top, come all the way down and flick.
- i** Start at the top, come all the way down and flick. Lift and dot.
- t** Start at the top, come all the way down and curve. Lift and cross.
- u** Start at the top, come and curve. Go back up, come back down and flick.
- j** Start at the top, come all the way down and curve to the left. Lift and dot.
- y** Start at the top, come all the way down and curve. Go back up, come all the way down and curve to the left.

Long-legged giraffe family (uppercase letters)

- L** Start at the top, come down and go across.
- I** Start at the top, come down. Lift. Across at the top. Lift. Across at the bottom.
- T** Start at the top, come down. Lift. Across at the top.
- U** Start at the top, come down. Curve back up.
- J** Start at the top, come down. Curve to the left. Lift. Across at the top.
- Y** Slope down, slope back up. Lift. Come down from the point.

One armed-robot family (lower case letters)

- r** Start at the top, come down, bounce back up and over.
- b** Start at the top, come all the way down, bounce half-way back up and go all the way round.
- n** Start at the top, come down, bounce back up, go over, down and flick.
- h** Start at the top, come all the way down, bounce half-way back up, go over, down and flick.
- m** Start at the top, come down, bounce back up and over. Down, bounce back up and over. Down and flick.
- k** or **k** Start at the top, come all the way down, bounce half-way back up. Loop. Slope and flick. Or Start at the top, come all the way down. Lift. Slope. Slope and flick.

p Start at the top, come all the way down, bounce back up and go all the way round.

One armed-robot family (upper case letters)

R Start at the top, come down. Lift. Back to the top. Go all the way round and slope.

B Start at the top, come down. Lift. Back to the top. Go all the way round and all the way round again.

N Start at the top, come down. Lift. Back to the top. Slope and straight up.

H Start at the top, come down. Lift. Start at the top, come down. Lift and across in the middle.

M Start at the top, come down. Lift. Back to the top. Slope down, slope up and straight down.

K Start at the top, come down. Lift. Slope in, slope out.

P Start at the top, come down. Lift. Back to the top. Go all the way round.

Curly caterpillar family (lower case letters)

c Make a curve.

a Make a curve, go up to the top, come back down and flick.

d Make a curve, go all the way up, come back down and flick.

o Make a curve, go all the way round.

s Make a curve, slope, make a curve back again.

g Make a curve, go up to the top, come all the way down and curve to the left.

q Make a curve, go up to the top, come all the way down and flick.

e Start with a loop then make a curve.

f Make a curve, come all the way down, curve to the left. Lift and cross.

Curly caterpillar family (upper case letters)

C Make a curve.

A Slope to the left. Lift back to the top. Slope. Lift. Across in the middle.

D Start at the top, come down. Lift. Back to the top. Go all the way round to the bottom.

O Make a curve, go all the way round.

S Make a curve, slope, make a curve back again.

G Make a curve. Lift and go across.

Q Make a curve, go all the way round. Lift and slope across.

E Start at the top, come down. Lift. Back to the top. Across at the top. Lift. Across in the middle. Lift. Across at the bottom.

F Start at the top, come down. Lift. Back to the top. Across at the top. Lift. Across in the middle.

Zig-zag monster family (lower case letters)

z Go across, slope, go back across.

v Slope down, slope back up.

w Slope down, slope back up. Slope down again and slope back up.

x Slope. Lift and slope across.

Zig-zag monster family (upper case letters)

Z Go across, slope, go back across.

V Slope down, slope back up.

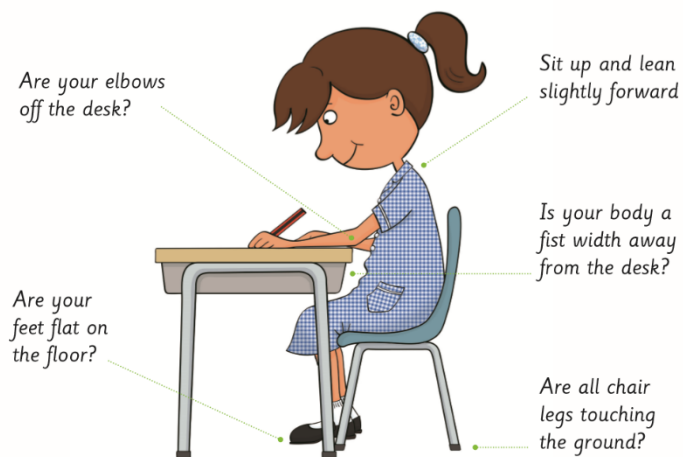
W Slope down, slope back up. Slope down again and slope back up.

X Slope. Lift and slope across.



Do the **PENPALS** 7 point check!

Are you ready for handwriting? Relax!



Left Handers



Is there a circle gap between your thumb and finger?

Is your paper tilted at a slight angle?

Right Handers



PENPALS for
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