

# Handwriting Policy

for



**Carterhatch Infant School**  
The best start in life for all our children-no excuses, no compromise

Updated	March 2025
Adopted	January 2021

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=PL2HgNIO5uPKBRuM c8U9ITAtWp45i-8B6i](https://www.youtube.com/watch?v=BY_joKDYISM&list=PL2HgNIO5uPKBRuM c8U9ITAtWp45i-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	<i>a c e i l t</i>	<i>h k l t</i>	<i>ch, th, ck, al, el, at, il, ill, ok, ot, ob, ol</i>
Diagonal join, no ascender	<i>a c d e i k l n t u</i>	<i>e i n r y</i>	<i>ai, ay, ir, er, ie, ue, ee, le, ar, ur, in, ui, ey, aw, an, ip</i>
		<i>a c d g s</i> (anticlockwise letters)	<i>ea, ig, dg, ng, ed, cc, eg, ic, ad, ug, dd, ag, as, es, os, ns, ds, is, ls, ts, ks</i>
Horizontal join, no ascender	<i>o v w</i>	<i>e i n p r u v w y</i>	<i>ow, ou, oe, ve, or, oi, oy, on, op, ov</i>
		<i>a c d g o s</i> (anticlockwise letters)	<i>oo, oa, wa, wo, oc, og, od, va, vo</i>
Horizontal join, to ascender	<i>o w</i>	<i>h</i>	<i>wh, oh</i>

### 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

Long-legged giraffe letter family

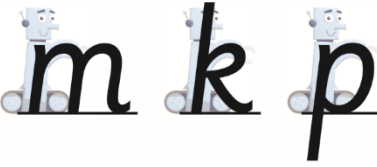
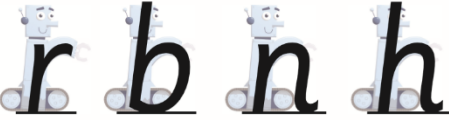
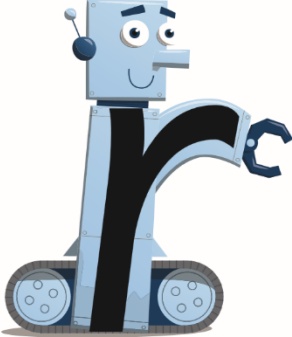


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## The family of one-armed robot letters

One-armed robot letter family




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## The family of curly caterpillar letters

Curly caterpillar letter family



*c a d o s*

*g q e f*

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## The family of zig-zag monster letters

Zig-zag monster letter family



*z v w x*















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

**Phase 2 grapheme information sheet**

**Autumn 1**













Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 <span style="font-size: 2em; margin-left: 100px;">s</span>	 snake	Show your teeth and and let the s hiss out <b>sssss sssss</b>	Down the snake from head to tail.
 <span style="font-size: 2em; margin-left: 100px;">a</span>	 astronaut	Open your mouth wide and make the <b>a</b> sound at the back of your mouth <b>a a a</b>	Around the astronaut's helmet and down into space.
 <span style="font-size: 2em; margin-left: 100px;">t</span>	 tiger	Open your lips; put the tip of your tongue behind your teeth and press <b>t t t</b>	Down the tiger and across its neck.
 <span style="font-size: 2em; margin-left: 100px;">p</span>	 penguin	Bring your lips together, push them open and say <b>p p p</b>	Down the penguin's back, up and around its head.
 <span style="font-size: 2em; margin-left: 100px;">i</span>	 iguana	Pull your lips back and make the <b>i</b> sound at the back of your mouth <b>i i i</b>	Down the iguana and dot the leaf.
 <span style="font-size: 2em; margin-left: 100px;">n</span>	 net	Open your lips a bit, put your tongue behind your teeth and make the <b>nnnnn</b> sound <b>nnnnn</b>	Down, up and over the net.
 <span style="font-size: 2em; margin-left: 100px;">m</span>	 mouse	Put your lips together and make the <b>mmmmm</b> sound <b>mmmmm</b>	Down, up and over the mouse's ears.



Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 <span style="font-size: 2em; vertical-align: middle;">d</span>	 duck	Put your tongue to the top and front of your mouth and make a quick <b>d</b> sound <b>d d d</b>	Round the duck's body, up to its head and down to its feet.
 <span style="font-size: 2em; vertical-align: middle;">g</span>	 goat	Give me a big smile that shows your teeth; press the middle of your tongue to the top and back of your mouth; push your tongue down and forward to make the <b>g</b> sound <b>g g g</b>	Round the goat's face and curl under its chin.
 <span style="font-size: 2em; vertical-align: middle;">o</span>	 octopus	Make your mouth into round shape and say <b>o o o</b>	All around the octopus.
 <span style="font-size: 2em; vertical-align: middle;">c</span>	 cat	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say <b>c c c</b>	Curl around the cat.
 <span style="font-size: 2em; vertical-align: middle;">k</span>	 kite	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say <b>k k k</b>	Down the kite, up to the top corner and down to the bottom corner.
 <span style="font-size: 2em; vertical-align: middle;">ck</span>	 sock	Open your mouth into a little smile, make your tongue flat and move it up towards the top of your mouth to say <b>c c c</b>	<b>c</b> Curl around the heel of the sock. <b>k</b> Down the sock, up and back down to the toe.  <b>Catchphrase:</b> Rock that sock!
 <span style="font-size: 2em; vertical-align: middle;">e</span>	 elephant	Open your mouth wide and say <b>e e e</b>	Around the elephant's eye and curl down its trunk.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 <span style="font-size: 2em; vertical-align: middle;">u</span>	 <p style="text-align: center;">umbrella</p>	Open your mouth wide and say <b>u u u</b>	Down and around the umbrella, and back to the ground.
 <span style="font-size: 2em; vertical-align: middle;">r</span>	 <p style="text-align: center;">rainbow</p>	Show me your teeth to make a <b>rrrrr</b> sound <b>rrrrr rrrrr</b>	From the cloud to the ground and over the rainbow.
 <span style="font-size: 2em; vertical-align: middle;">h</span>	 <p style="text-align: center;">helicopter</p>	Open your mouth and breathe out sharply <b>h h h</b>	Down, up and over the helicopter.
 <span style="font-size: 2em; vertical-align: middle;">b</span>	 <p style="text-align: center;">bear</p>	Put your lips together and say <b>b</b> as you open them <b>b b b</b>	Down the bear's back, up and round its tummy.
 <span style="font-size: 2em; vertical-align: middle;">f</span>	 <p style="text-align: center;">flamingo</p>	Open your lips a little; put your teeth on your bottom lip and push the air out to make the sound <b>ffff</b> <b>ffff</b>	Down the flamingo to its foot and across its wings.
 <span style="font-size: 2em; vertical-align: middle;">l</span>	 <p style="text-align: center;">lollipop</p>	Open your mouth a little; put your tongue up to the top of your mouth, behind your teeth, and press <b>llll</b> <b>llll</b>	Down the lollipop stick.

# Phase 2 grapheme information sheet

Autumn 2

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
	 jellyfish	Pucker your lips and show your teeth use your tongue as you say <b>J J J</b>	Down the jellyfish and dot its head.
	 volcano	Put your teeth against your bottom lip and make a buzzing <b>vvvvv vvvvv</b>	Down to the bottom of the volcano and back up to the top.
	 wave	Pucker your lips and keep them small as you say <b>w w w</b>	Down and up and down and up the waves.
	 box	Mouth open, then push the <b>cs/x</b> sound through as you close your mouth <b>cs cs cs (x x x)</b>	From the top, across the box to the bottom. From the top again across the box to the bottom.
	 yoyo	Smile, tongue to the top of your mouth, say <b>y</b> without opening your mouth <b>yyy</b>	Down, around the yo-yo and curl round the string.
	 zebra	Show me your teeth and buzz the <b>z</b> sound <b>zzzzz zzzzz</b>	Across the top of the zebra's head, zig-zag down its neck and along.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase / Catchphrase
	 queen	Pucker your mouth, then open it as you say qu qu qu	q Round the queen's face, down her robe and a flick at the end.  qu Quick, it's the queen!

## Letter patters (Reception to Year 2)

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.

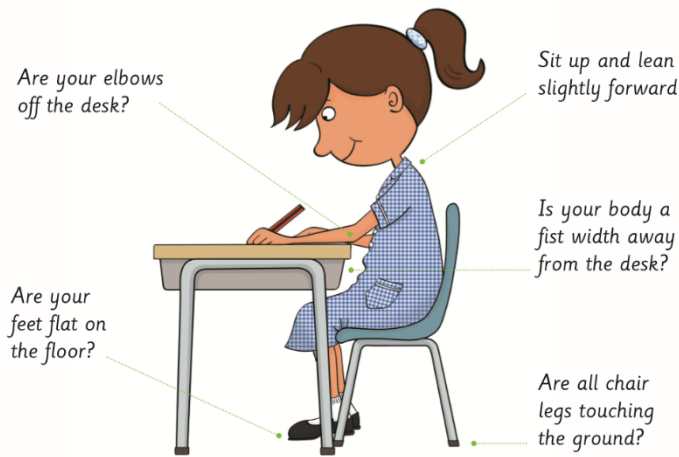
W Slope down, slope back up. Slope down again and slope back up.

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



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