

Handwriting scheme of work

Key Principles-Foundation Stage / Key Stage 1

In order to develop a legible style, pupils should be taught:

- How to hold a pencil/pen
- To write from left to right and top to bottom of a page
- How letters are orientated onto paper with four lines
- To start and finish letters correctly
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower **and** upper case letters
- How to join letters
- The importance of clear and neat presentation in order to communicate their meaning effectively

Key Principles-Key Stage 2

Pupils should be taught to:

- Write legibly in both joined and printed styles with increasing fluency and speed
- Use different forms of handwriting for different purposes (for example, print for labelling maps or diagrams, a clear, neat hand for finished presented work, a faster script for notes).

FOUNDATION STAGE

- Allow children to choose/develop their dominant hand.
- Explore and have the opportunity to develop a comfortable grip using a variety of malleable materials and graphic tools.
- Model anti-clockwise circles.
- Model lines from top to bottom.
- Model left to right orientation.
- Model correct pencil hold and the use of joined school cursive script.
- Practise correct letter formation using cursive script.
- Develop a conventional tripod pencil grip.
- Produce a controlled line which supports letter formation.
- Rehearse letter writing in the air whilst teacher demonstrates and gives verbal instructions.
- Write letters using the correct sequence of movements.
- Space and regulate letters and words.
- Write from left to right and top to bottom of the page.
- Practice handwriting patterns

Autumn 1	Learn all letters of the alphabet a-z quickly Writing own first name
Autumn 2	1 armed robot letters-b,h,m,n,p,r, (lower and upper case)
Spring 1	Curly caterpillar letters- a c d,e,f,g,o,q,s, (lower and upper case)
Spring 2	Long ladder letters -i,j,t,l,u,y (lower and upper case)Zig-zag letters-k,v,w,x,z (upper and lower case)
Summer 1	Zig-zag letters-k,v,w,x,z (upper and lower case)
Summer 2	Revise all letters upper case- orientate on 4 lines

YEAR ONE

- Consolidate a conventional tripod pencil grip.
- Continue to practise correct letter formation using school cursive script.
- Practise handwriting in conjunction with spelling and independent writing, ensuring correct letter orientation, formation and proportion, in a style that makes the letters easy to join later.
- Orientate letters correctly on four lines
- Practice joining handwriting patterns
- Sit correctly at a table, holding a pencil comfortably and correctly
- Begin to form lower-case letters in the correct direction, starting and finishing in the right place
- Form capital letters
- Form digits 0-9
- Understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.

Autumn 1	1 armed robot letters-b,h,m,n,p,r, Revise lower/upper case and orientate on four lines Writing own name including surname
Autumn 2	Curly caterpillar letters- a c d,e,f,g,o,q,s, (lower and upper case) and orientate on four lines Digits 0-9
Spring 1	Long ladder letters -i,j,t,l,u,y (lower and upper case) and orientate on four lines
Spring 2	Zig-zag letters-k,v,w,x,z (upper and lower case) and orientate on four lines
Summer 1	Phase 3 graphemes: ch, sh th ng ai ee igh oa oo (join grapheme together)
Summer 2	Phase 3 graphemes: ar or ur ow oi ear air ure er (join grapheme together)

YEAR TWO

- Consolidate size, proportion, spacing and legibility.
- Practise the four basic handwriting joins:
 - -diagonal joins to letters without ascenders, e.g. ai, ar, un;
 - -horizontal joins to letters without ascenders, e.g. ou, vi, wi;
 - -diagonal joins to letters with ascenders, e.g. ab, ul, it;
 - -horizontal joins to letters with ascenders, e.g. ol, wh, ot.
- Practise handwriting in conjunction with phonic and spelling patterns.
- Form lower-case letters of the correct size relative to one another
- Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- Write 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.

Autumn 1	Review and consolidate letter formation of four groups in both upper and lower cases (1 armed robot letters- b,h,m,n,p,r/ Curly caterpillar letters- a c d,e,f,g,o,q,s/ Long ladder letters -i,j,t,l,u,y/ Zig-zag letters-k,v,w,x,z- One group per lesson Writing full name orientated correctly on four lines Digits 0-9
Autumn 2	Diagonal joins to letters without ascenders: ai, ar,er,ur,ng un, an
Spring 1	horizontal joins to letters without ascenders: oo,or,ow,oa ou, oi,
Spring 2	diagonal joins to letters with ascenders: ch,sh,th,ph,ck,ab, ul,
Summer 1	horizontal joins to letters with ascenders: ol, wh, ot,ob,od,
Summer 2	Revision and practice of any of the above

YEAR THREE

- Practise correct formation of basic joins from Year 2.
 - -diagonal joins to letters without ascenders, e.g. ai, ar, un;
 - -horizontal joins to letters without ascenders, e.g. ou, vi, wi;
 - -diagonal joins to letters with ascenders, e.g. ab, ul, it;
 - -horizontal joins to letters with ascenders, e.g. ol, wh, ot.
- Continue to demonstrate, rehearse and verbalise as in KS1.
- Consolidate consistency in size, proportion, fluency and spacing between letters and words.
- Develop clear, neat hand for finished work.
- Build up handwriting speed, fluency and legibility through practice.
- 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
- Increase the legibility, consistency and quality of their handwriting, e.g. by ensuring that the down-strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch

Autumn 1	Review and consolidate letter formation of four groups in both upper and lower cases. (1 armed robot letters- b,h,m,n,p,r/ Curly caterpillar letters- a c d,e,f,g,o,q,s/ Long ladder letters -i,j,t,l,u,y/ Zig-zag letters-k,v,w,x,z- One group per lesson Writing full name (including middle names) orientated correctly on four lines
Autumn 2	Diagonal joins to letters without ascenders: au, ue, aw,ie,ir,ew
Spring 1	horizontal joins to letters without ascenders: vi, wi, oy, wa, wo,we
Spring 2	diagonal joins to letters with ascenders: it, ab, ad, al, at, cl, ct, et,
Summer 1	horizontal joins to letters with ascenders: ol, wh, ot, ob,od Practice not joining up after the letter q
Summer 2	Joining to other letters from letters with a descender fl,fr,fa,gr,gl,ya,ye,yo yu

YEAR FOUR

- Use joined handwriting for all writing except where other special forms are required.
- Know when to use:
 - a clear, neat hand for finished presented work.
 - informal writing for everyday informal work, rough drafting etc.
- Build up speed continue to consolidate consistency in size, proportion, fluency and spacing between letters and words.
- Use a range of presentational skills, e.g.
 - print script for captions, sub-headings and labels;
 - capital letters for posters, title pages and headings;
 - a range of computer generated fonts and point sizes.
- Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left un-joined
- Increase the legibility, consistency and quality of their handwriting, e.g. by ensuring that the down-strokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch

Autumn 1	Revise letter formation a-z both upper and lower case. Trouble shooting any handwriting issues- revise any commonly mis-formed letters both upper and lower case
Autumn 2	Revision of diagonal joins to letters without ascenders using any examples, e.g. ai, ar, un;
Spring 1	Revision of horizontal joins to letters without ascenders, e.g. ou, vi using any examples Joining on from letter p- pa,pr,pe,pi Joining on from letter b- ba,be,bi,bo,bu
Spring 2	Revision of diagonal joins to letters with ascenders, e.g. ab, ul, it using any examples
Summer 1	Revision of horizontal joins to letters with ascenders, e.g. ol, wh, ot using any examples
Summer 2	Joining on from letter p- pa,pr,pe,pi Joining on from letter b- ba,be,bi,bo,bu understand which letters, when adjacent to one another, are best left un-joined.

YEAR FIVE/SIX

- Continue to consolidate consistency in size, proportion, fluency and spacing between letters and words.
- Revise all rules for joining.
- Develop fluency and speed so that problems with forming letters do not get in the way of their writing down what they want to say.
- Use joined handwriting for all writing except where other special forms are required.
- Know when to use an un-joined style, for example, for labelling a diagram or data, writing an email address, or for algebra and capital letters, for example, for filling in a form.
- Know when to use:
 - a clear neat hand for finished, presented work.
 - informal writing for everyday informal work, rough drafting etc.
- Write legibly, fluently and with increasing speed by:
 - choosing which shape of a letter to use when given choices and deciding, as part of their personal style, whether or not to join specific letters
 - choosing the writing implement that is best suited for a task (e.g. quick notes, letters).