



Woodlands Primary School

Handwriting Policy



Intent

"Handwriting is a key element of transcription; pupils must be taught to develop fluent, legible and, eventually, speedy handwriting so that transcription becomes automatic and does not hinder composition." 'The writing framework' DFE (2005)

At Woodlands Primary School, we teach handwriting from the moment children join us, recognising it as a fundamental transcription skill. Through a clear, progressive programme, pupils are guided to master accurate letter formation and to develop a fluent, legible and consistently sized handwriting style that supports confident, independent writing across the curriculum.

Implementation

"Securing efficient transcription skills through consistent handwriting practice frees children to focus on planning, drafting and improving the content of their writing." 'The writing framework' DFE (2005)

Formal handwriting practice takes place 2-3 times per week in KS1 and KS2, with 15-minute sessions modelled by teaching staff. All staff will model using either printed, pre-cursive or looped handwriting style. Any writing displayed in classroom or work books will use either pre-cursive or looped writing fonts.

Pupils use handwriting books with tramlines to rehearse and refine their skills. To help transfer these skills to everyday writing, Year 2-6 pupils also complete a weekly handwriting exercise at the front of their English books on standard lined paper.

At the start of each handwriting session, KS1 pupils write the day of the week and short date, while KS2 pupils write the long date in a looped cursive style when ready. Teaching focuses on accuracy and consistency in size, orientation and letter formation, as well as developing speed and fluency.

Correct posture is explicitly taught and monitored, with seating arranged to avoid left- and right-handed pupils bumping elbows.

Each week, a "Handwriter of the Week" is recognised in every class for effort, improvement, or excellence in handwriting skills. These will be presented in celebration assembly by phase leaders.

Progression across the Year groups

This progression begins with activities that strengthen gross and fine motor skills, building the muscle control and dexterity needed before formal letter formation. It then moves pupils from accurate formation → joined fluency → speed and adaptability, matching 'The Writing Framework' (DFE 2025) emphasis on handwriting as a key transcription skill that frees pupils to concentrate on composition.

		Autumn Term	Spring Term	Summer Term
See Woodlands EYFS Handwriting Progression Document below	Nursery	Gross motor skills activities (see appendix - as air-writing, pattern-making and physical activities)	Elbow works activities	Muscle strength and endurance activities Begin to use EYFS handwriting patterns (Letter joins)
	Reception	Gross motor skills activities (see appendix) Fine motor skills activities (see suggested - mark-making on paper, whiteboards, sensory trays, iPads, tablets) Use EYFS handwriting patterns (Letter joins) Handwriting within RWI only using RWI letter formation Teach pencil grip – 'tripod grip' Teach number formation rhymes	Fine motor skills activities Continue to use EYFS handwriting patterns (Letter joins) Handwriting within RWI only using RWI letter formation Reinforce pencil grip – 'tripod grip'	Fine motor skills activities Continue to use EYFS handwriting patterns (Letter joins) Handwriting within RWI only using RWI letter formation Reinforce pencil grip – 'tripod grip'
Year 1		Reinforce tripod grip, daily gross and fine	Ongoing gross/fine-motor tasks to	Secure all capitals and

RWI printed	motor skills warm ups, teach and secure correct formation of all lower-case letters using RWI letter rhymes and families (c, o, a, d / l, t, i, u, y, j), begin consistent spacing between words and accurate use of short date/day at start of sessions.	maintain core and hand strength, consolidate all lower-case letters, refine size and orientation on lines, introduce and practise capital letters and numerals with correct start/finish points, strengthen stamina through short dictated phrases and simple sentences,	numbers, focus on fluency and even spacing across sentences., encourage neat, automatic formation in independent writing across the curriculum.
Year 2 RWI printed moving onto pre-cursive	Reinforce correct posture and tripod grip, consolidate printed letter formation, correct size, spacing, and orientation, introduce basic pre-cursive entry/exit strokes on high-frequency words.	Secure all pre-cursive joins (letter families, common digraphs), focus on ascenders/descenders and consistent spacing between words.	Increase fluency and stamina in pre-cursive, apply joins in longer dictated sentences and across the wider curriculum.
Year 3 Cursive	Reinforce correct posture and tripod grip, introduce full cursive joins systematically, focus on letter-pair joins and size consistency.	Develop fluency and rhythm in cursive, apply joins in paragraphs, spelling patterns and dictation.	Emphasise speed and legibility, apply cursive across all subjects, including note-taking and longer writing tasks.
Year 4 Cursive	Reinforce correct posture and tripod grip, revisit letter families, joins, and relative sizing of ascenders/descenders.	Build writing stamina, refine slant and spacing for neat presentation, link to statutory spellings and cross-curricular writing.	Focus on increased speed without loss of legibility, introduce quick-note cursive for planning and drafting.

Year 5 Cursive	Reinforce correct posture and tripod grip, consolidate fluent, automatic cursive, reinforce accurate joins and spacing in extended writing.	Emphasise consistency across genres and subjects, practise swift, neat handwriting in timed tasks (dictation/SPaG).	Develop personal style within school expectations, practise adaptive handwriting for different purposes (formal letters, quick notes).
Year 6 Cursive	Secure automatic, fluent cursive, revisit ascender/descender size, capital letters and number formation as needed.	Increase writing speed and stamina for KS2 SATs, regular dictation of longer passages to refine accuracy.	Practise choosing appropriate handwriting styles (joined, unjoined, capitals) for purpose and audience, maintain presentation in extended independent work.

While our school aims for every child to achieve age-related expectations in handwriting, we recognise that this is not always possible due to a variety of individual needs. We are committed to an inclusive approach, continually assessing and tracking each child's progress to ensure tailored support is provided, enabling all pupils to develop their handwriting skills to the best of their ability.

Impact

At Woodlands Primary School, it is our aim that children leave our school able to write with a fluent, legible, and consistently joined handwriting style that supports clear communication in every subject. While we aim for all pupils to meet age-related expectations, we recognise that this is not always possible due to individual needs. We are committed to an inclusive approach, continually assessing and tracking each child's progress to provide tailored support. Through regular practice and high expectations, we aim to nurture

children who are 'bothered' about their handwriting - taking pride and care in the presentation of their work. In line with the DfE Writing Framework (2025), we recognise handwriting as a key element of transcription: secure, automatic handwriting frees pupils to focus on the composition and content of their writing. Our pupils develop the speed, control, and presentation skills needed for the next stage of their education and for lifelong writing confidence.

Appendix

Comfortable Seating Position

When you say /sing "Perfect posture!" the children should sit in the following position:



Correct Paper Position

Right handed children:

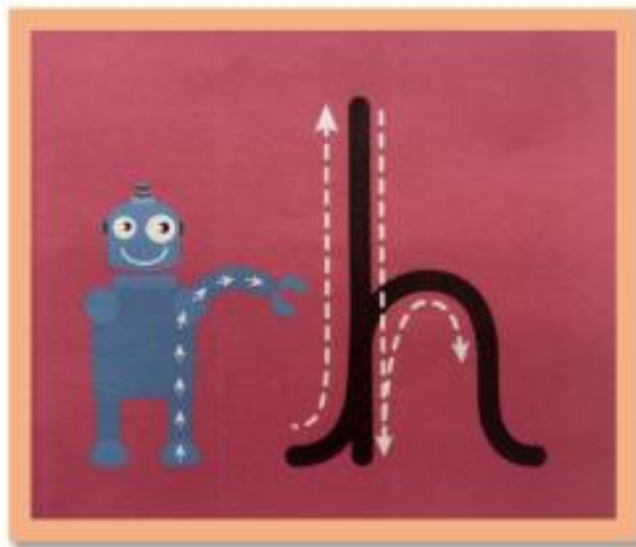


Left handed children:



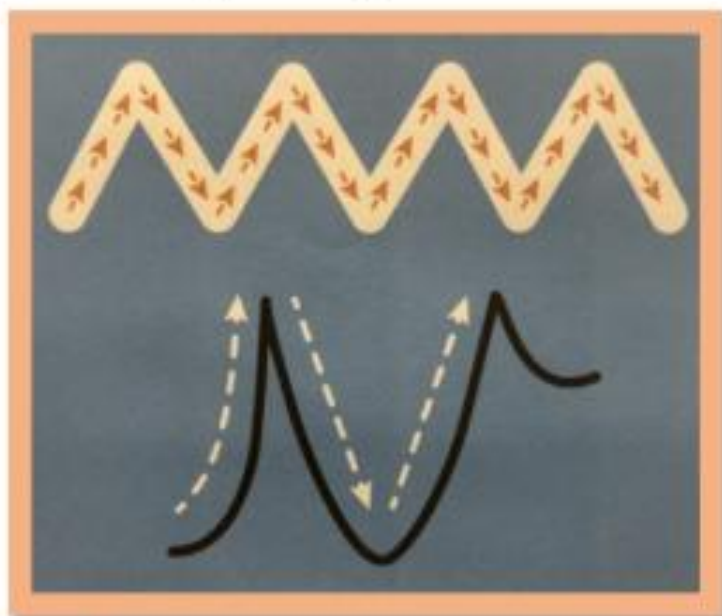
Four Letter Types

One-armed Robot Letters



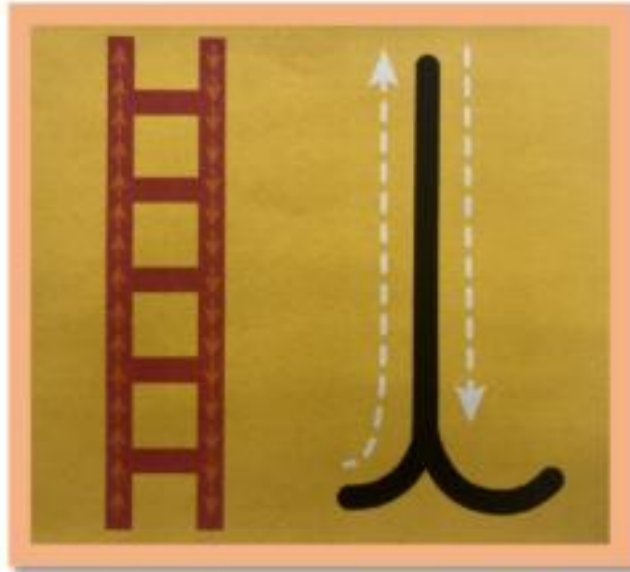
b h k m n p r

Zig-zag Letters



N W X Z

Long Ladder Letters



i l t u j y

Curly Caterpillar Letters



a d c o f e s g q

Two Joins

Horizontal Join (washing line join)	Diagonal Join (crane join)
 wo wu ow	 at er um

Lower & Upper Case Mat

My Handwriting Mat

A a	B b	C c	D d	E e
F f	G g	H h	I i	J j
K k	L l	M m	N n	O o
P p	Q q	R r	S s	T t
U u	V v	W w	X x	Y y
Z z				