



Barcombe Hamsey Plumpton Skylark Federation

Handwriting Policy

Reviewed and approved by FGB: 03.05.22

Next review: Summer 2025

Signed Chair of Governors Date

Signed Executive Headteacher Date

It is recognised that the schools needs to implement a federation-wide approach to handwriting in order for our children to have neat and legible, cursive script (later-on), as directed by Ofsted in April 2013. It is also recognised that there is a direct link between writing confidence, spelling and handwriting.

- All classes, across all schools, follow the whole-school approach to handwriting.
- EYFS and Year 1 write non-cursive with a lead-out and, then, by the end of Year 1 pupils follow a cursive script.
- By the end of Reception, all children have an efficient grip and form all letters accurately.
- Progression towards joined, cursive handwriting begins at the end of Year 1 or as soon as a child is correctly forming all letters, which may be earlier. All Year 1 children receive taught joined handwriting lessons throughout the summer term.
- All children join their handwriting during Year 2.
- The expectation of joined up handwriting continues thereafter and forms part of the daily routine in all classes and in all subjects.

The expectation and reinforcement of correct letter formation and joined-up handwriting is continuous. If children form letters inaccurately or grip their pens/pencils incorrectly, this is immediately rectified in order that they develop strong habits in letter formation.

Taught handwriting sessions:

Reception: Daily

Year 1: Daily

Year 2 & 3: Daily

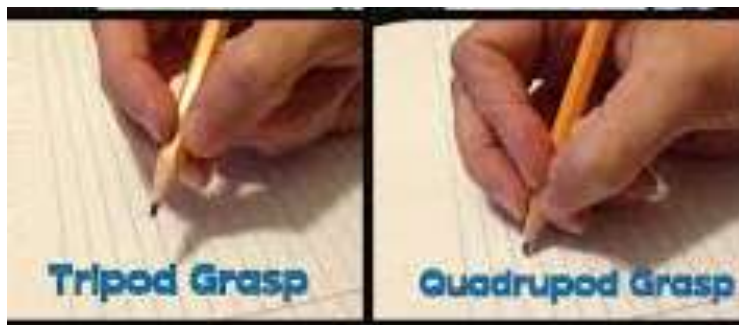
Year 4 & 5: At least x3 per week

Year 5 & 6: At least x2 per week

Taught handwriting sessions are the minimum requirement in each class. However, some children/classes will need more support in order to reach the required standard of neat and legible cursive script. Daily handwriting sessions in all year groups should take place after longer holidays for between one and two weeks.

Grip:

Teachers and support staff must ensure that all children are gripping pens and pencils correctly as this is fundamental to fluent handwriting. Children are taught to use the Tripod grip (three fingers supporting the pencil) or Quadrupod grip (four fingers supporting the pencil).



Pencils/Pens:

Children begin writing in pencil until their letter formation is consistent and they are able to join accurately. At this stage they receive a 'Pen Licence'. All classes use HB pencils and black ink. The expectation is that all children in Year 5 and 6 write in pen.

Exercise Books:

Reception and Year 1: Books with a wide line spacing are used. These should be the same across the key stage. Children also use a handwriting book with a wide spacing and two lines to help form letters. Traditional handwriting books can be used at the teacher's discretion.

Year 2 onwards: Books with a smaller line spacing (8mm) are used. These should be the same across the key stage. Children also use a handwriting book with a wide spacing and two lines to help form letters.

Letter Formation:

All staff adhere to the same formation of letters throughout the school. Please see Appendix 1, 'Letter Formation at Plumpton, Hamsey and Barcombe School'.

Appendix 1

(From Year 2) Letter Formation at Plumpton, Hamsey and Barcombe School

a b c d e f g h i j k l m n o

p q r s s t u v w x y z

All of these letters join on from the bottom

a b c d e f g h i j k

l m n p s s t u y z

They join in the following ways:

aa ac ad ag ao aq as as

ai af aj am an ap ar au

ay av aw az

ab ah ak al at

ae

All of these letters join on from the top:

o r n w

They join in the following ways:

oa oc od og oo oq os os

oi oj om on op or ou ov ow oy oz

ob of oh ok ol ot oe

Loop gs, ys, js, fs and ks.

0 1 2 3 4 5 6 7 8 9

A B C D E F G H

I J K L M N O P

Q R S T U V W X Y Z