



Handwriting Policy

Autumn 2025



At Southglade Primary and Nursery School, we believe that clear and fluent handwriting is an essential skill that underpins academic achievement and personal expression. We use the Letter-Join handwriting scheme to deliver a consistent, engaging, and developmentally appropriate approach to handwriting from Nursery to Year 6.

Letter-Join provides interactive digital resources, animations, and structured lesson plans to support the development of handwriting across all key stages. Its style encourages pupils to develop a neat, fluent, and joined-up handwriting style with a clear progression from print to fully joined cursive.

General Principles

- Handwriting is taught explicitly and regularly, using the Letter-Join scheme.
- All staff model the correct handwriting style in their own writing, displays, and marking.
- Resources from Letter-Join (interactive whiteboard activities, worksheets, online games, and home access) are consistently used to support learning.

Aims

- To teach a consistent handwriting style across the school using Letter-Join.
- To support children in developing legible, fluent, and confident handwriting.
- To ensure progression from print to joined cursive at appropriate stages.
- To embed good habits in posture, pencil grip, and letter formation from the beginning.
- To promote pride in the presentation of all written work.

Teaching and Organisation

Progression Overview Using Letter-Join:

Stage	Focus	Style Taught	Letter-Join Resources Used
Nursery	Pre-writing patterns, mark making, fine motor skills	Pattern and early print	Pre-writing patterns, animations, finger tracing
Reception	Letter formation, correct start and finish, orientation	Print	Print letters, phonics-linked words, air writing
Year 1	Consolidation of print, introduction of lead-in strokes	Pre-cursive	Lead-in print letters, simple words, practice sheets
Year 2	Begin joining letters using diagonal and horizontal joins	Beginning cursive	Joining letters, common digraphs, high-frequency words
Year 3–4	Develop fluency and consistency in cursive writing	Full cursive	Sentences, joins in context, dictation exercises
Year 5–6	Refine handwriting speed, style, and presentation	Personal fluent cursive	Creative writing, speed writing, advanced joins



Year Group Expectations Using Letter-Join:

Nursery:

- Explore mark-making with a variety of media
- Begin pattern tracing and shape drawing
- Develop pencil control and fine motor strength

Reception:

- Correctly form all lower-case and capital letters using the Letter-Join print style
- Begin writing simple words with correct orientation and spacing
- Reinforce left-to-right direction and finger spaces

Year 1:

- Develop consistent print handwriting with lead-in strokes (pre-cursive)
- Begin to understand the concept of joining letters

Year 2:

- Learn and practise basic joins (diagonal and horizontal)
- Apply cursive handwriting in short sentences and simple texts
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KS1 Handwriting Expectations:

- Write legibly using upper- and lower-case letters with correct joins.
- Ensure that letters sit on the base line and are consistent in size with ascenders and descenders that are the correct length and formation.
- Leave the correct space between words.
- Form capital letters and use where appropriate.
- Form numerals that are consistent in size and sit on the base line.
- Begin to form printed letters and understand when they are to be used.
- Improve the speed of writing and begin to write automatically so promoting creativity in independent writing

Year 3–4:

- Use fully joined cursive handwriting with consistency
- Increase writing stamina and begin to write longer pieces with good presentation

Year 5–6:

- Develop a fluent and legible personal style
- Apply neat, joined handwriting across all curriculum areas
- Focus on speed and efficiency while maintaining legibility

KS2 Handwriting Expectations:

- Improve quality, speed and stamina of handwriting.
- Quality: Ensure letters are consistently sized with equal word spacing and that ascenders and descenders are parallel and do not touch words on the lines above and below.

- Speed: Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.
- Stamina: Have the strength and mobility to be able to write for longer periods of time without fatigue.
- Have full knowledge and ability of the different forms of handwriting for different purposes: Neat, joined, cursive letters for writing passages and large amounts of text, lists and letters. Printed or capital letters for posters, notices, headings, labelling, and form filling. Speedy handwriting for notetaking and dictation where neatness is not as important and shortcuts, such as + instead of 'and', can be used



Teaching Handwriting

Handwriting is taught explicitly using Letter-Join's lesson plans and materials and embedded in cross-curricular work.

Each handwriting session includes:

- Warm-up/fine motor skill activity (e.g., sky writing, finger tracing)
- Teacher modelling using Letter-Join animations on interactive whiteboards
- Guided group/whole-class practice
- Independent practice using Letter-Join worksheets or digital resources
- Regular assessment and feedback

Frequency:

- EYFS and KS1: Daily sessions (10–15 minutes each)
- KS2: Daily sessions (10–15 minutes each), plus application in all written tasks

Pencil and Pen Use

- All children begin with HB pencils.
- Once fluent cursive handwriting is achieved (usually by Year 4), pupils may be awarded a Pen Licence.
- Pupils then write in blue handwriting pens (not biros or gel pens).
- Letter-Join includes guidance on correct pencil grip, letter sizing, and paper positioning.
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Transcriptional Fluency

At Southglade Primary and Nursery School, we recognise transcriptional fluency—the ability to write quickly, accurately, and legibly without conscious effort—as a key component of writing development. As pupils progress through the school, they are taught to develop automaticity in handwriting and spelling so that cognitive resources can be directed toward composition, creativity, and content generation. Through regular handwriting practice using the Letter-Join scheme and structured spelling instruction, through phonics and Sounds and Syllables, we aim to ensure that all children build the foundational skills needed for fluent

and confident written communication. By promoting transcriptional fluency, we support pupils in becoming effective, independent writers across all areas of the curriculum.

Inclusion and Differentiation

Letter-Join resources are adaptable for all learners, including those with additional needs. Support includes:

- Specialised worksheets with larger print or simplified joins
- Pencil grips, sloped writing boards, and adapted tools
- Left-handed guidance materials

Parental Involvement

- Parents are encouraged to support handwriting through home practice.
- Regular updates and workshops may be offered to parents to explain the school's handwriting approach.

Monitoring and Assessment

It is the role of the English Lead, SLT, Curriculum Subject Leaders and Phase Leaders to monitor the consistency and standards of handwriting across year groups and the application of handwriting across the curriculum. This is done through regular work scrutiny and analysis of assessment pieces. Feedback from this monitoring is used to inform staff of necessary developments to raise standards. Teachers assess handwriting regularly through lesson work, Letter-Join sheets, cross-curricular writing and individual handwriting targets may be given to support progress.

Review

This policy will be reviewed every two years, or in response to new guidance, curriculum changes, or feedback from staff and pupils.