

Handwriting

Teaching and Learning Policy

At Carlyle Infant and Nursery Academy we believe that handwriting is a skill which, like reading and spelling, affects written communication across the curriculum. Children must be able to write with ease, speed and legibility. Handwriting skills should be taught regularly and systematically throughout the school.



Adopted	Sept 23
Lead	SC / SE
Review	July 24

Intent

At Carlyle Infant and Nursery Academy our aims in teaching handwriting are:

- To enable children to write in a consistent, well presented and legible format.
- To have a consistent approach across Foundation Stage and Key Stage
- To ensure that from the end of Year 1 through to the end of Year 2 children are using cursive writing.
- To make sure all children know the difference between lower and upper case letters.
- To adopt a consistent approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.

Guidance

Children will be taught to:

- Hold a pencil correctly and adopt the correct posture when writing (*Appendix 2*)
- Write from left to right and from top to bottom of the page
- Start and finish letters correctly in a cursive style from the Summer Term of Year 1 onwards. (*Appendix 4*)
- Form regularly sized and shaped letters
- Use regular spacing between letters and words
- Take a pride in their written work and the overall presentation.

Entitlement and curriculum provision

Handwriting is to be taught regularly through short, focused sessions and may be linked with spelling, grammar or phonics objectives. Teaching generally occurs outside English lessons, although shared and guided writing also provides additional opportunities for the modelling and monitoring of handwriting.

Teaching and Learning

Handwriting is a skill which needs to be taught explicitly. Since handwriting is essentially a movement skill, correct modelling of the agreed style by the teacher is very important; it is not sufficient to require pupils to copy models from a published scheme or worksheet. All possible text font on displays and worksheets should be the agreed 'Twinkl Cursive Looped' or 'Boring Boring' (depending on stage) font found on all IT equipment and Microsoft programmes across school. Teachers should model the handwriting from their current stage in all written work.

Progression Through School

Foundation Stage

Children will be taught to form letters correctly using non-cursive script with mnemonics to support memory and recall. Throughout this year, letter formation is taught alongside phonic development. Children will also use the patterns to help them develop their fine motor skills through the use of a pencil. The teachers will regularly review the grip that is being used as a form of assessment- this will be recorded in their books on written work.

Order of teaching single sounds and handwriting phrases can be found in [Appendix 3](#).

Year 1

Children will start by continuing to print letters as they were taught in Foundation Stage. We will continue to introduce new graphemes including further digraphs and trigraphs using cursive/joined script ([Appendix 5](#)). Handwriting and letter formation will also be linked to phonic development with the introduction of new sounds written in a cursive style.

Year 2

Teachers will assess any gaps or weaknesses in handwriting and re-teach the correct joins in the correct order.

Adults will continue to model and begin to teach cursive writing from the beginning of the year, following the recommended teaching order [Appendix 6](#)

The children will be encouraged to continue the development of basic joins which they will begin to transfer to their independent writing. They will also continue to link their handwriting to their phonic development as they learn to write new sounds using cursive writing.

Children will start to write through Dictation weekly. Teachers will read a text and children will practise their handwriting and spelling whilst writing what is dictated.

Assessment

A uniformed handwriting style should be consistent throughout the school; this will be evident on display boards and in book scrutinies.

As Carlyle Infant and Nursery Academy recognises that there may be some children working beyond or below their year group expectation outlined above, the National Curriculum Level Descriptors will also be used by staff to inform planning and establish next steps. These descriptors can also be used as an assessment tool. ([Appendix 1](#))

Performance Indicators:

- Cursive writing is evident across all books from Summer term Y1 through to Y2
- % of book scrutinies handwriting and presentation area will be good or better.
- Handwriting lessons are timetabled across the school

Appendix 1

National Curriculum 2014 - Handwriting Breakdown

Year 1

Pupils should be taught to:

- 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.

Year 2

Pupils should be taught to:

- 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.

Appendix 2

Writing Posture

The writer is sitting up with his back almost straight and both his feet are flat on the floor. Both his forearms are supported on the desk; one hand is controlling the pen and the other is preventing the paper from moving about.

Right Hand



Holding the pen














Hold the pen with a relaxed hand and fingers and make sure you have enough light. Good habits should be practised from the start as undesirable ones are very difficult to correct later.






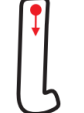
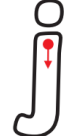























The most preferred grip is the tripod grip. Control the fine movements of the pen with your fingers and not your whole arm. Hold the pen between the flat of the thumb and inside of the middle finger, with the soft pad at the tip of the index finger lightly pressing down on the pen between them. The ring and little finger should be layered round underneath. Roll your hand over slightly so that the side of your hand rests on the paper and moves along as you write. Your fingers should be about 2-3 cm away from the pen's nib.

Appendix 3

Listed below are the sounds in the order they are taught in line with Harmony Trust Phonics Framework and the rhyme/mnemonic to use with each letter.

Sound	Formation
s	
a	
t	
p	
i	
n	
m	
d	
g	
o	
c	
k	
e	

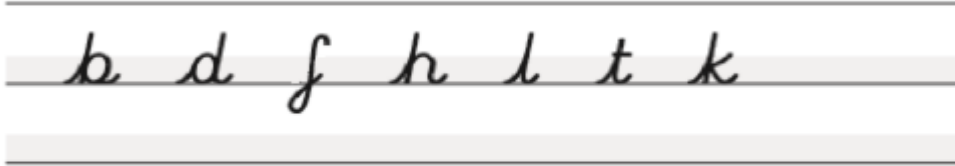
u	
r	
h	
b	
f	
l	
j	
v	
w	
x	
y	
z	
q	

<p>a</p>  <p>Around the apple and down the leaf.</p>	<p>b</p>  <p>Down the laces to the heel and around the toe.</p>	<p>c</p>  <p>Curl around the caterpillar.</p>	<p>d</p>  <p>Around the dinosaurs bottom, up his tall neck & down to his toes.</p>	<p>e</p>  <p>Lift off the top and scoop out the egg.</p>	<p>f</p>  <p>Down the stem and draw the leaves.</p>
<p>g</p>  <p>Around the girls face, down her hair and give her a curl.</p>	<p>h</p>  <p>Down the head, to his hooves and over his back.</p>	<p>i</p>  <p>Down the body and dot for the head.</p>	<p>j</p>  <p>Down his body, curl, dot for his head.</p>	<p>k</p>  <p>Down the kangaroo's body tail and leg.</p>	<p>l</p>  <p>Down the long leg.</p>
<p>m</p>  <p>Down Maisie, mountain, mountain.</p>	<p>n</p>  <p>Down Nobby and over his net.</p>	<p>o</p>  <p>All around the orange.</p>	<p>p</p>  <p>Down the pirates plait and around his face.</p>	<p>qu</p>  <p>Round her head, up past her earring, down her hair, and flick.</p>	<p>r</p>  <p>Down the robots back and curl over his arm.</p>
<p>s</p>  <p>Slither down the snake.</p>	<p>t</p>  <p>Down the tower, across the tower.</p>	<p>u</p>  <p>Down and under, up to the top and draw the puddle.</p>	<p>v</p>  <p>Down a wing, up a wing.</p>	<p>w</p>  <p>Down, up, down, up.</p>	<p>x</p>  <p>Down the arm and leg, repeat the other side.</p>
<p>y</p>  <p>Down a horn, up a horn and under head.</p>	<p>z</p>  <p>Zig-zag-zig.</p>				

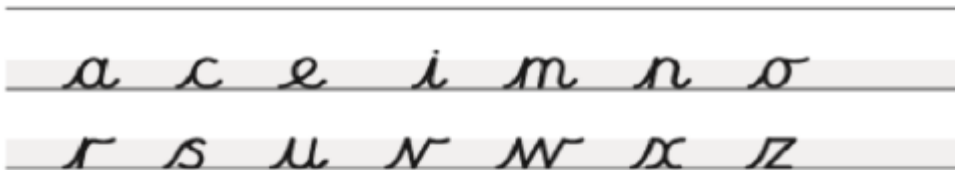
Appendix 4

Handwriting letter formation single letters

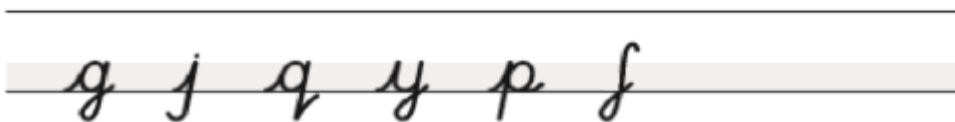
Tall Letters



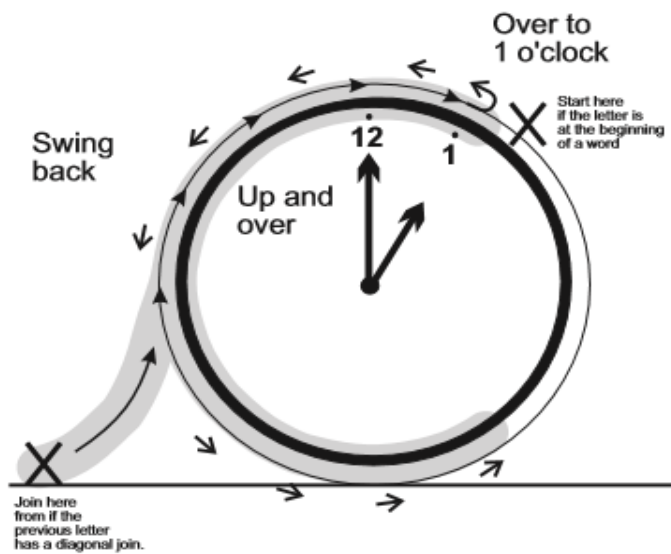
Half-way letters



Tall Letters



One o'clock letters



Different types of join

Horizontal join to a tall letter	<i>al</i>
Horizontal join to a half-way letter	<i>ac</i>
Diagonal join to a tall letter	<i>al</i>
Diagonal join to a half-way letter	<i>ac</i>

Appendix 5

Digraphs and trigraphs are taught in the following order, with the correct join.

Phase 3

qu
ch
sh
th
ng
ai
ee
igh
oa
oo
oo
ar
or
ur
ow
oi
ear
air
ure
er

Phase 5

ay
ou
ie
ea
oy
ir
ue
aw
wh
ph
ew
oe
au
ey

NB. Split digraphs will be taught in line with appendix 3

Appendix 6

Letters are taught in 'families'. This is the order of teaching and the family in which each letter belongs.

Letter formation - C shapes (Curly Caterpillar)

c a q d o q

Letter formation - N shapes (One armed robot)

p b n h m

Letter formation - L shapes (The Long ladder)

b l i t u v w y

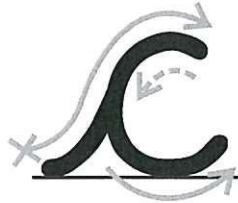
Letter formation - Left-over shapes

e f j k r s x z

Letter Formation

C Shapes

Make each 'clockwise' stroke go up and over to 1 o'clock in a wide rounded way like this. The letter 'c' is a 'half-way' letter with a diagonal join to the next letter from the bottom upwards. Imagine you are on a swing pushing your legs up in the air to get higher. If the 'c shape' is at the beginning of a word, start at 1



When joining from another letter, say, as you write, "**Join up over to one o'clock** - **swing back and round** - **join up over to one o'clock** - **swing back and round** - **join**".



Curl around the caterpillar.

Copy these letters as accurately as you can:

c c c

cc cc cc

c c c

cc cc cc

Now try these letter pairs and words:

ca ca

co co

cod cod

coal coal

coach coach

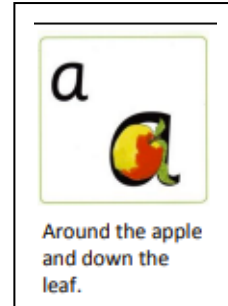
cocoon cocoon

Letter Formation

C Shapes

The letter 'a' is a halfway letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Swing **up over to one** - circle back round and up and down



Copy these letters as accurately as you can:

Date:

a a a

aa aa aa

a a a

aa aa aa

Now try these letter pairs and words:

ac ac

ad ad

cad cad

dad dad

ladle ladle

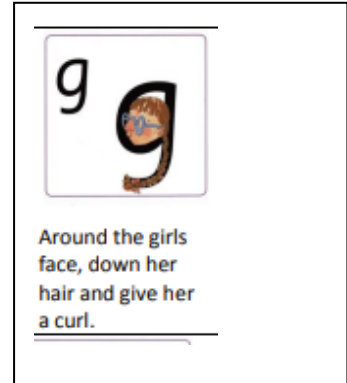
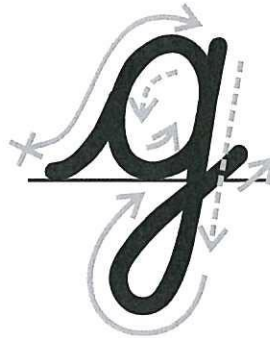
canal canal

Letter Formation

C Shapes

The letter 'g' is a tail letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Swing **up and over to one** - circle back round, and up right down and loop.....".



Copy these letters as accurately as you can:

g g g

gg gg gg

g g g

gg gg gg

Now try these letter pairs and words:

go go

ga ga

gag gag

dog dog

good good

gaggle gaggle

Letter Formation

C Shapes

The letter 'd' is a tall letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Swing **up and over to one** - circle back round, right up and down and join....."



Copy these letters as accurately as you can:

d d d

dd dd dd

d d d

dd dd dd

Now try these letter pairs and words:

do do

da da

add add

did did

doodle doodle

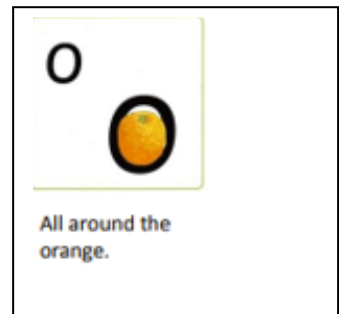
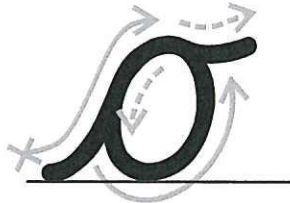
paddle paddle

Letter Formation

C Shapes

The letter 'o' is a half way letter with either a horizontal, diagonal upwards or downwards join to the next letter.

Start at the cross and say as you write,
"Swing **up and over to one** - circle
right round, and join across....."



Copy these letters as accurately as you can:

o o o

oo oo oo

o o o

oo oo oo

Now try these letter pairs and words:

to to

oa oa

cool cool

moon moon

doomed doomed

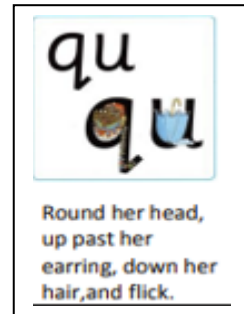
round round

Letter Formation

C Shapes

The letter 'q' is a tail letter with a diagonal join to the next letter from the tail upwards (almost always a 'u').

Start at the cross and say
or sing, "Swing **up and**
over to one - circle right
round, right down join
up..."



Copy these letters as accurately as you can:

q q q

q q q

q q q

q q q

Now try these letter pairs and words:

qu qu

qua qua

quad quad

quite quite

quote quote

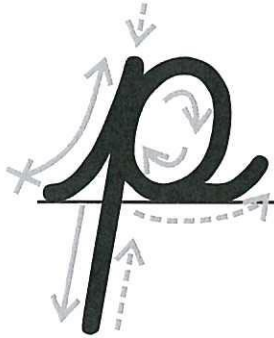
quarter quarter

Letter Formation

n shapes

Make each 'bridge' stroke go over in a wide rounded way like this:

Start at the cross and say, "Sweep up, straight down, back up, right round, back under **join up**.....".



Copy these letters as accurately as you can:

Date:

p p p

pp pp pp

p p p

pp pp pp

Now try these letter pairs and words:

pa pa

pip pip

pet pet

pond pond

paid paid

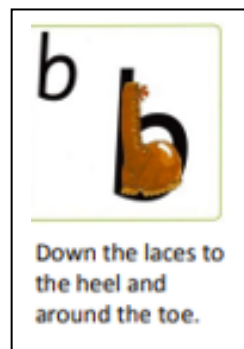
pepper pepper

Letter Formation

n shapes

Make each 'bridge' stroke go over in a wide rounded way like this:

Start at the cross and say as you write , "Sweep right up, straight down, half back, circle round and back - **join up**.....".



Copy these letters as accurately as you can:

Date:

b b b

bb bb bb

b b b

bb bb bb

Now try these letter pairs and words:

ba ba

be be

bob bob

boot boot

bomb bomb

rubber rubber

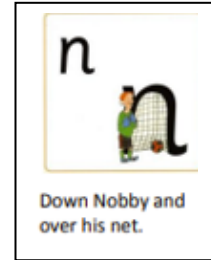
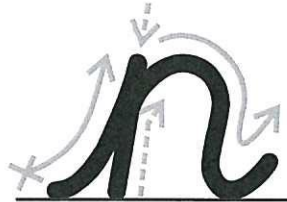
Letter Formation

n shapes

Make each 'bridge' stroke go over in a wide rounded way like this.

The letter 'n' is a half-way letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Sweep up, straight down, back up, bridge over - **join up**.....".



Copy these letters as accurately as you can:

Date:

n n n

nn nn nn

n n n

nn nn nn

Now try these letter pairs and words:

no no

an an

run run

none none

ninth ninth

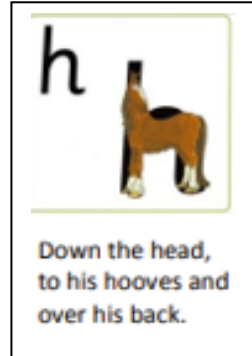
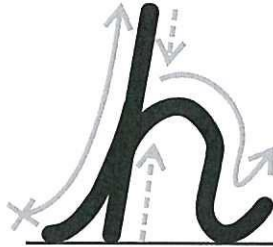
runner runner

Letter Formation

n shapes

The letter 'h' is a tall letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Sweep right up, straight down, half back up, bridge over - join up.....".



Copy these letters as accurately as you can:

Date:

h h h

hh hh hh

h h h

hh hh hh

Now try these letter pairs and words:

ho ho

ah ah

hot hot

ham ham

hutch hutch

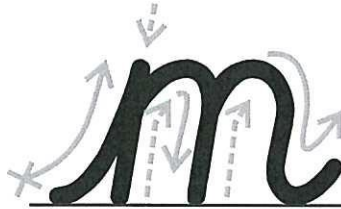
thatch thatch

Letter Formation

n shapes

The letter 'm' is a half-way letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say, "Sweep up, straight down, bridge over and over - join up"



Copy these letters as accurately as you can:

m m m

mm mm mm

m m m

mm mm mm

Now try these letter pairs and words:

mo mo

am am

man man

harm harm

murmur murmur

hammer hammer

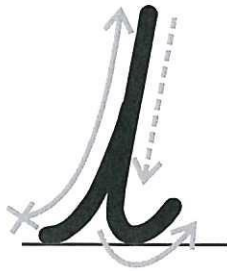
Letter Formation

L shapes

Imagine you are a conductor directing an orchestra with a baton. Make sure that when you are joining to another 'l' shape, you come down the same line that you went up when you reach the top of the joining stroke.

The letter 'l' is a tall letter with a diagonal join to the next letter from the bottom upwards

Start at the cross and say,
"Sweep right up, straight
back down, **join up**"



Copy these letters as accurately as you can:

Date:

l l l

ll ll ll

l l l

ll ll ll

Now try these letter pairs and words:

lo lo

al al

lot lot

tall tall

line line

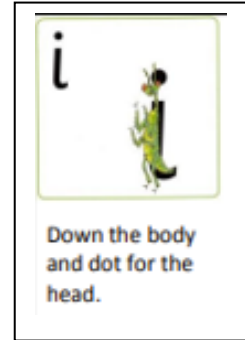
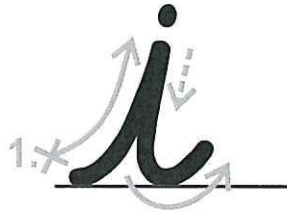
tiller tiller

Letter Formation

L shapes

The letter 'i' is a half way letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say, "Sweep half way up, straight back down, **join up**". Dot your 'i' when you have finished the word.



Copy these letters as accurately as you can:

Date:

i i i

ii ii ii

i i i

ii ii ii

Now try these letter pairs and words:

it it

li li

hit hit

item item

limit limit

idiotic idiotic

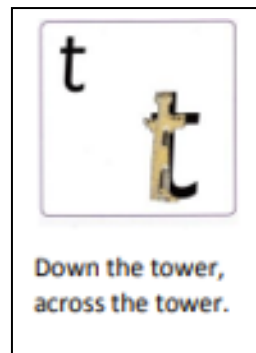
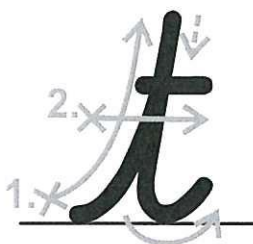
Letter Formation

L shapes

The letter 't' is a tall letter (but not quite as tall as an 'l'), with a diagonal join to the next letter from the bottom upwards. Make sure that when you are joining to another 'l' shape, you come down the same line that you went up when you reach the top of the joining stroke.

Start at the cross and say, "
Sweep right up, straight back
down - join up"

Make sure you cross your 't'
when you have finished the
whole word.



Copy these letters as accurately as you can:

t t t

tt tt tt

t t t

tt tt tt

Now try these letter pairs and words:

to to

at at

hit hit

tent tent

title title

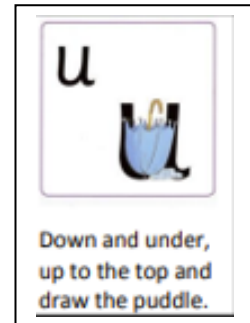
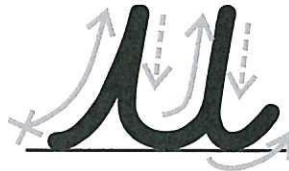
matter matter

Letter Formation

L shapes

The letter 'u' is a small letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say, "Sweep up, straight down, under and up, back down - join up"



Copy these letters as accurately as you can:

Date:

u u u

uu uu uu

u u u

uu uu uu

Now try these letter pairs and words:

mu mu

un un

nut nut

hunt hunt

tunic tunic

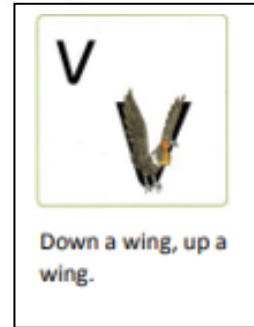
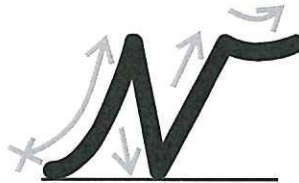
until until

Letter Formation

L shapes

The letter 'v' is a half way letter with either a horizontal or upwards or downwards diagonal join to the next letter.

Start at the cross and say as you write, "Sweep up, slant down, slant up - **join across**.....".



Copy these letters as accurately as you can:

Date:

v v v

vv vv vv

v v v

vv vv vv

Now try these letter pairs and words:

ve ve

ov ov

vet vet

dive dive

novel novel

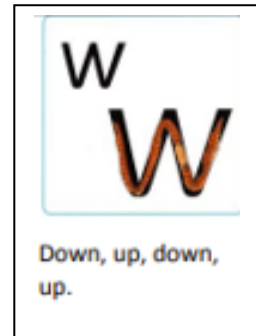
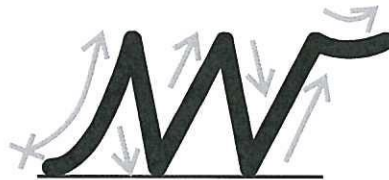
remove remove

Letter Formation

L shapes

The letter 'w' is a half way letter with either a horizontal or upwards or downwards diagonal join to the next letter.

Start at the cross and say as you write, "Sweep up, slant down, slant up and down and up and **join across**"



Copy these letters as accurately as you can:

Date:

w w w

ww ww ww

w w w

ww ww ww

Now try these letter pairs and words:

we we

ow ow

wet wet

wool wool

lower lower

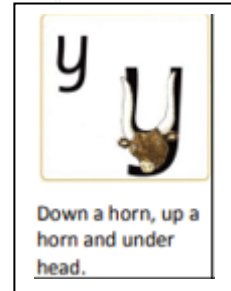
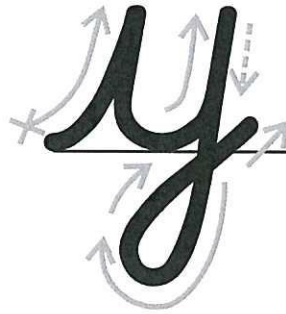
willow willow

Letter Formation

L shapes

The letter 'y' is a tail letter with a diagonal join to the next letter from the bottom upwards. Make sure that when you are joining to another 'l' shape, you come down the same line that you went up when you reach the top of the joining stroke.

Start at the cross and say as you write, "Sweep up, straight down and under and up, right down, loop round join up.....".



Copy these letters as accurately as you can:

Date:

y y y

yy yy yy

y y y

yy yy yy

Now try these letter pairs and words:

ay ay

yo yo

boy boy

yoyo yoyo

yearly yearly

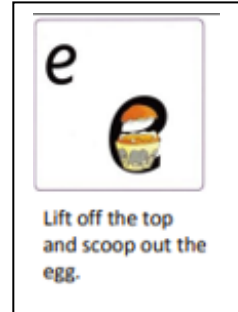
beyond beyond

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'e' is a 'half way' letter with a diagonal join to the next letter from the bottom upwards..

Start at the cross and say as you write, "Sweep diagonally up, over down and round, join up".



Copy these letters as accurately as you can:

Date:

e e e

ee ee ee

e e e

ee ee ee

Now try these letter pairs and words:

en en

he he

tee tee

meet meet

cedar cedar

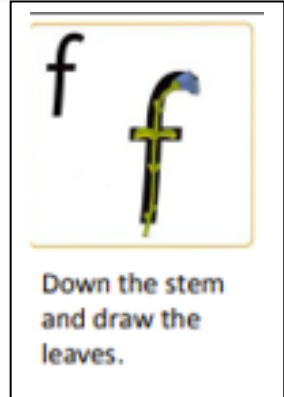
heater heater

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

This letter 'f' is both a tall and tail letter with a join to the next letter from the loop across.

Start at the cross and say as you write, "Sweep diagonally right up, over right down round the back, loop round, **join up**".



Copy these letters as accurately as you can:

Date:

f f f

ff ff ff

f f f

ff ff ff

Now try these letter pairs and words:

fa fa

of of

fair fair

deaf deaf

fifth fifth

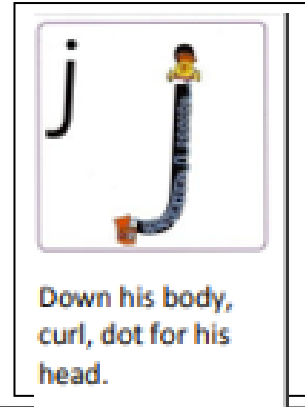
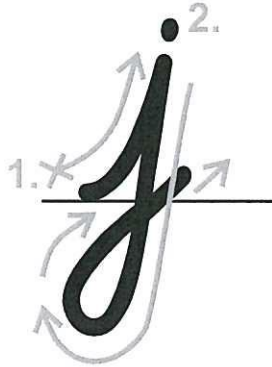
fluffy fluffy

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'j' is a tail letter with a diagonal join to the next letter from the bottom upwards. Dot the 'j' after you have finished the word.

Start at the cross and say,
"Sweep up, straight down,
loop round - **join up**....." as
you write.



Copy these letters as accurately as you can:

j j j

jj jj jj

j j j

jj jj jj

Now try these letter pairs and words:

jo jo

aj aj

jot jot

jeer jeer

ajar ajar

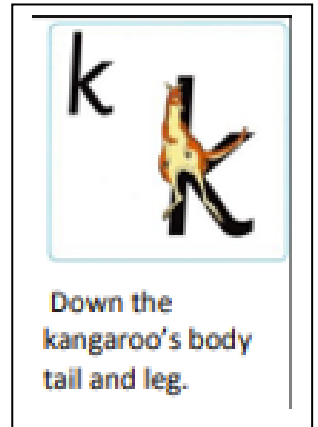
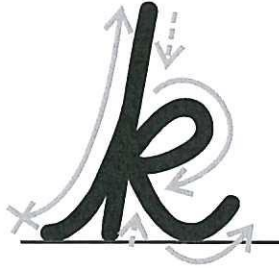
jettted jettted

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'k' is a tall letter with a diagonal join to the next letter from the bottom upwards.

Start at the cross and say as you write, "Sweep right up, straight down, half back loop over and round, slant down - **join up**.....".



Copy these letters as accurately as you can:

Date:

k k k

kk kk kk

k k k

kk kk kk

Now try these letter pairs and words:

ko ko

ak ak

kit kit

talk talk

make make

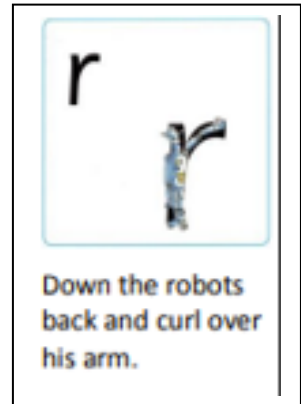
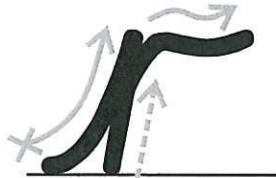
tricked tricked

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'r' is a 'half way' letter with a horizontal join to the next letter across the top.

Start at the cross and say as you write, "Sweep up, straight down, straight back up, and over and off (or join)". An 'r' looks clearer when it is not joined to some other letters.



Copy these letters as accurately as you can:

Date:

r r r

r r r

r r r

r r r

Now try these letter pairs and words:

re re

or or

are are

rare rare

retreat retreat

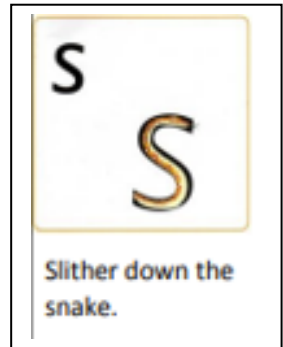
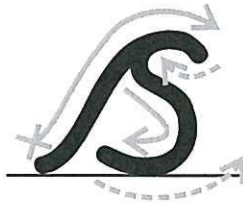
terrier terrier

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 's' is a 'half way' letter with a diagonal join to the next letter from the bottom upwards. However, like the 'r' it is sometimes better left unjoined.

Start at the cross and say as you write, "Sweep up over to 'one' (o'clock), snake back bulge over,, trace back and off or **join up**.....".



Copy these letters as accurately as you can:

Date:

s s s

ss ss ss

s s s

ss ss ss

Now try these letter pairs and words:

as as

so so

sit sit

hiss hiss

stress stress

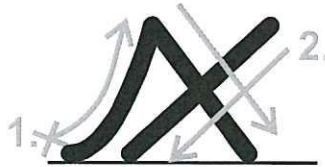
masses masses

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'x' is a 'half way' letter which is difficult to join to the next letter unless you do a mathematical x. It is like two 'c's back to back. If you do a crossed 'x' then you take your pen off the paper twice. If you wanted to end up so that it is easier to join this 'x' you could start at '2', slant down and off, then sweep up from '1', slant down and join. Do bear in mind that the 'x' is an uncommon letter compared to most.

Start at the cross and say as you write, "Sweep up, slant down, off, slant back off.....".



Down the arm and leg, repeat the other side.

Copy these letters as accurately as you can:

x x x

x x x

x x x

x x x

Now try these letter pairs and words:

ox ox

xi xi

mix mix

exit exit

toxic toxic

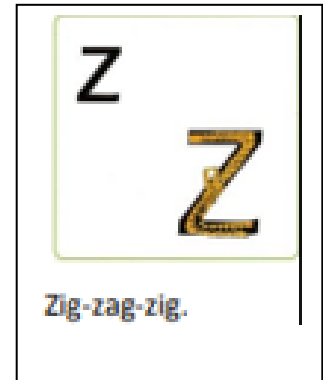
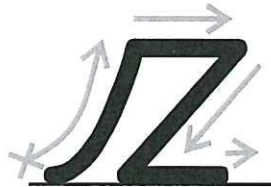
excited excited

Letter Formation

The left-over shapes - e, f, j, k, r, s, x and z.

The letter 'z' is a half-way letter which is a zigzag shape.

Start at the cross and say
as you write, "Sweep up
straight across, slant down,
straight back, join up.....".



Copy these letters as accurately as you can:

Date:

z z z

zzz zzz zzz

z z z

zzz zzz zzz

Now try these letter pairs and words:

z0 z0

0z 0z

z00 z00

zero zero

zinc zinc

dazzle dazzle