

## Holy Trinity CE Primary School

Holy Trinity CE Primary School is striving to be a fully inclusive school that serves our local community. Through the love of Jesus Christ, we are preparing our children to be future caring, responsible citizens in a diverse society. Our children will be given every opportunity to grow spiritually, academically, socially and to achieve their full potential within a safe, happy Christian school family.



'Life in all is fullness' - John 10v10

## Handwriting Policy 2026

### Introduction

This document is a statement of the aims, principles and strategies for the teaching and learning of handwriting at Holy Trinity CE Primary School. We use the Letter join scheme as the basis of our handwriting policy as it covers all the requirements of the Early Years framework and the National Curriculum, building stamina and fluency.

### Aims

Handwriting is a basic skill that influences the quality of work throughout the curriculum. At the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and eventually speedy, joined-up handwriting, and to understand the different forms of handwriting used for different purposes.

We aim to make handwriting an automatic process that does not interfere with creative and mental thinking, reducing the cognitive load to allow the pupils to focus on the composition of their writing. We encourage the use of the home edition to support the work done in school.

- To build fine and gross motor skills needed to develop early letter formation in a fun and engaging way.
- To develop a neat, legible, handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing.
- To establish and maintain high expectations for the presentation of written work.
- For pupils to understand, by the end of Year 6, the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.

### Expectations

To ensure consistency throughout school, all teaching staff are encouraged to model handwriting at all times including whiteboards, displays or feedback in pupils' books. Teachers in EYFS and Year 1 use the print form of the letters when modelling to encourage correct letter formation. Wherever possible, teachers will use the Letter join fonts for worksheets.

Pupils should experience coherence and continuity in the teaching and learning of handwriting across all school years and be encouraged to take pride in the presentation of their work. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

### Writing Implements

Children in EYFS have triangular/ wider pencils to aid the development of a correct pencil grip. Children in Key Stage One and Lower Key Stage 2 all write in pencil. Children in Upper Key Stage 2 all use black biro pens.

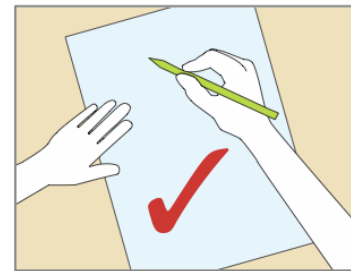
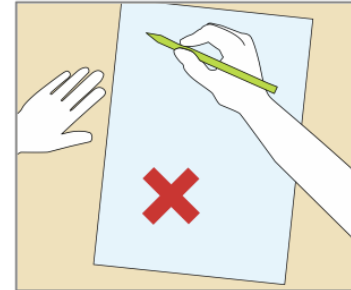
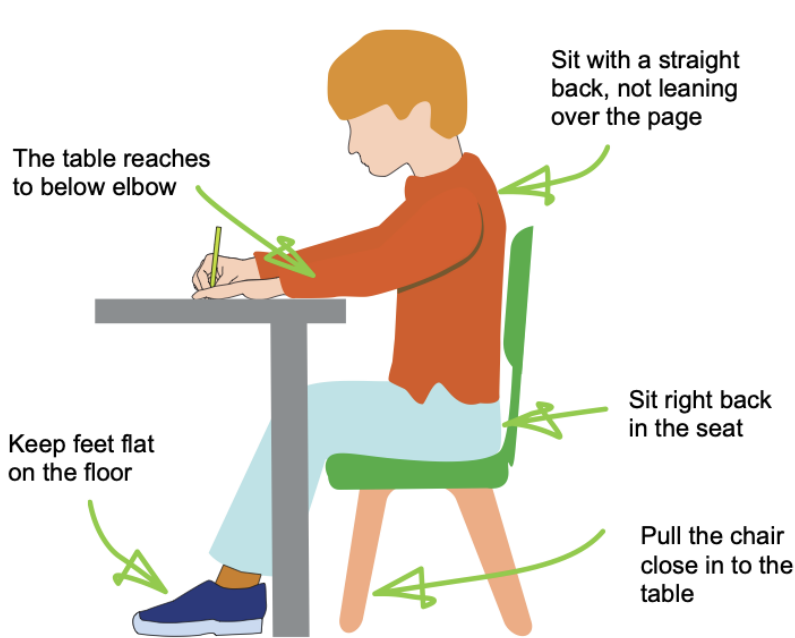
### Inclusion

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed or those with special educational needs, the appropriate additional support will be put in place. This may involve modified pencils, pencil grips and fine motor activities.

## Correct Posture and Pencil Grip for Handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

### Sitting Position

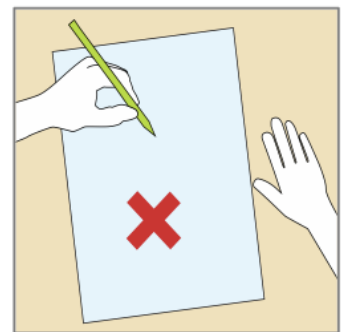
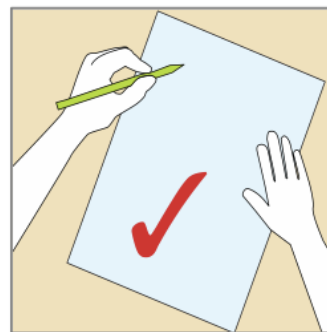
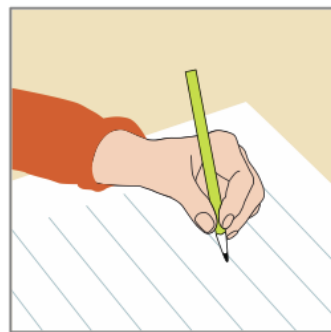


*Paper position for right-handed children.*

### Left- Handed Children

Left-handed children may find it difficult to follow the movements of right-handed teachers. As they model letter formation (and vice-versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted.
- Pencils should not be held too close to the point as this can interrupt the pupils' line of vision.
- Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically.

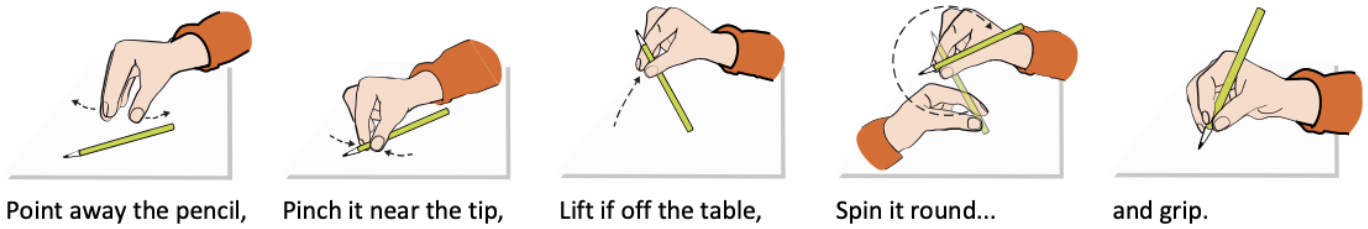


*Paper position for left-handed children.*

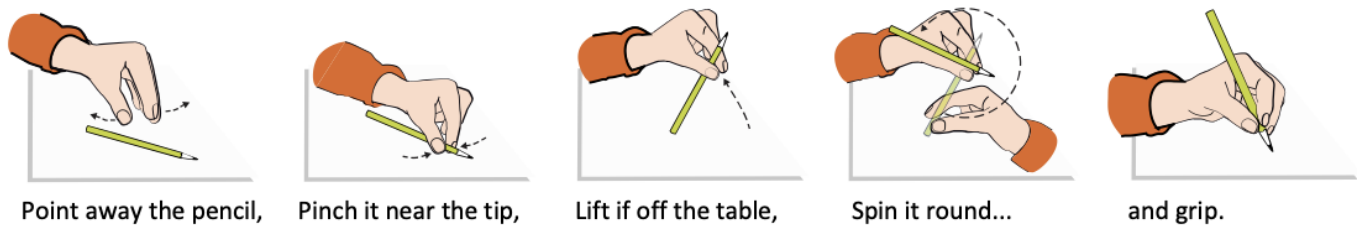
### The Tripod Pencil Grip.

Both right- and left-handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.

### Right-handed pencil grip



### Left-handed pencil grip



## Phase Expectations for Handwriting.

### EYFS

For our youngest pupils we teach short handwriting lessons at least three times weekly. Lessons include:

- Enhancing gross motor skills such as air-writing, pattern-making and physical activities.
- Exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, tablets etc.
- Becoming familiar with printed letter shapes, their sounds, formation, and vocabulary linked to letter families.
- Correct sitting position and pencil grip for writing.

Our handwriting expectations are in line with DFE and EEF Guidance that states: "Accurate letter formation is an essential early skill that forms the basis of a fluent handwriting style. There is no quick way to develop these essential skills other than through regular and substantial practice."

By the end of EYFS all children should be able to recognise and form correctly all printed lowercase letters of the alphabet from the correct starting point. They should also be aware of uppercase letters included in their own name.

Printed Plus lower case letters



Capital Letters



Letter-join Joined-up handwriting made easy - www.letterjoin.co.uk

### Key Stage One

In Key Stage One discreet weeks, which build points to develop writing.

Lessons will

- Continuing with gross and fine motor skills exercises.
- Learning cursive through letter families, once printing is secure.
- Revisiting numerals, capitals and printed letters.
- Knowing high frequency words.
- Developing diagonal and horizontal joins.
- Dictation exercises.
- KSI SATS Spelling, Punctuation and Grammar exercises.

With the regular handwriting practice throughout KSI children will develop the fluency and speed of their writing to ensure it becomes automatic and that they have the stamina to achieve well in lessons and meet age-related expectations.

we teach at least three handwriting lessons per on children's starting cursive joined-up

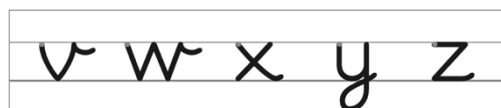
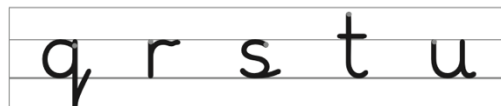
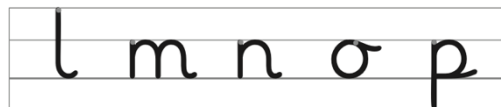
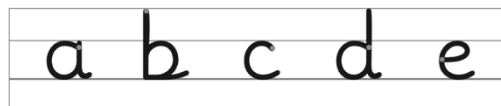
include:

### Key Stage 2

Handwriting lessons will continue although this may be reduced in practice reduces. Children should their independent writing in all handwriting in line with the focus of the handwriting lessons consistency and will support for example statutory spellings punctuation. Lessons may include:

- Exercises linked to for year group
- Reinforcement and joins.
- Dictation exercises speedy handwriting skills.
- Redrafting for moderation
- KS2 SATS Spelling,

Cursive lowercase letters



Letter-join

three times er week in Key Stage 2, Years 5 and 6 as the need to be using a cursive style throughout subjects, helping to refine their requirements of each lesson. The will be to build fluency and other key areas of the curriculum and aspects of grammar and

spelling, grammar and punctuation expectations.  
practice of cursive handwriting

promoting quick note-taking and

Grammar and Punctuation practice.

By the end of KS2 all children will have been given the opportunity to develop the stamina and skills to write at length in a given time frame, with accurate spelling and punctuation. They will be able to work towards producing

consistently neat and well-presented handwriting in all curriculum subjects. Children should be producing cursive writing automatically, without thought, enabling them to focus on the content of their work rather than the process of writing so that they can achieve well in lessons and meet age related expectations for Year 6.

### Handwriting at home

Parents can support their children's handwriting at home by using the Pupil log-in provided to them in their child's homework book.

Children can watch the word and letter animations and practice and explore other handwriting resources on Letter-join including;

- Magic Patterns
- Magic Words
- Phonics Match
- Word Search
- Word Bank
- Write it Right!

There are lots interactive and engaging activities for all year groups to support letter formation, cursive handwriting and spelling, grammar and punctuation.

### Display and labels

All writing from which children may be required to copy, needs to be written in the appropriate handwriting script by the teacher. There should be a range of different print around the classroom/school to ensure the children are proficient in reading a range of script.

### Planning, Recording and Assessment

All year groups will use the planning modules available on the Letter join portal with the appropriate sheets where required. These will be stored in plastic wallets for individual children. Assessment of handwriting is completed as part of the termly written piece.

### Cross Curricular Themes

It is acknowledged that handwriting is used throughout the curriculum. It should be made clear that all presentation handwriting should be neat and careful at all times. Planning and drafting work should be clearly defined and suitable flexibility about the standard of handwriting should be applied. It is important that time is set aside for the teaching of handwriting and that children are specifically aware of the purpose of these lessons.

### Equal opportunities

We regard the achievement of every group of pupils to be of equal importance.

This is reflected in the curriculum we teach. We value and reward the achievements of all pupils equally and give all children support or challenge dependent on their ability in this area.

Policy written: January 2026

Review date: September 2027

Date ratified by Governors. \_\_\_\_\_

### Pen Licence Checklist

To earn a pen licence (**and to keep it**), your writing in all books must show the following:

- All letters are correctly formed and on the line.
- All short letters are the same size.
- All ascenders and descenders are the right height and stand either straight up or all slope the same way.
- All letters are joined correctly.
- Capital letters are bigger than lower case letters.
- Spaces between letters are the right size.
- Spaces between words are the right size.
- Date and title are underlined with a ruler.
- Work looks neat and well presented.

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Holy Trinity Church of England Primary School



## **Pen Licence**



This is to certify that

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has achieved the appropriate standard in handwriting and presentation  
to use a pen.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Well Done!**

Holy Trinity Church of England Primary School



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Date: \_\_\_\_\_

**Well Done!**



a b c d e f

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g h i j k l

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m n o p q

r s t u w x

v y z

Please see attached powerpoint for RWI letter formation



RWI Handwriting  
(1).pptx



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