

Broadbent Fold Primary School and Nursery



In Partnership with
**STAMFORD
PARK TRUST**

Handwriting Policy September 2026

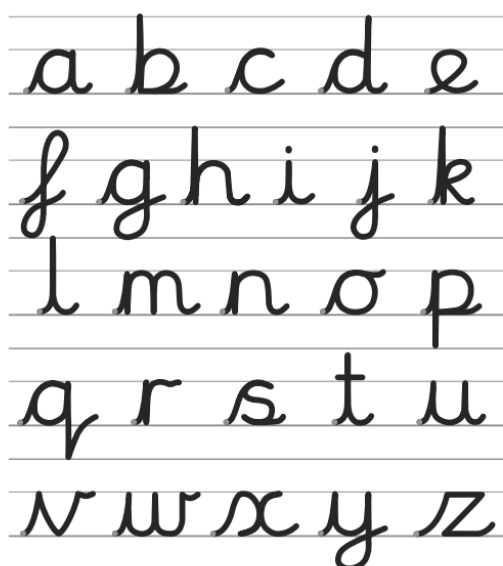
Rationale

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, "Foster good relations between people who share a protected characteristic and those who do not."

At Broadbent Fold we are very proud of our pupil's handwriting and take particular care in our cursive handwriting style. We use Letter-join's on-line handwriting resource and Lesson Planners as the basis of our handwriting policy as it covers all the requirements of the National Curriculum.

Handwriting is a basic skill that influences the quality of work throughout the curriculum. By 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. Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

Our cursive alphabet:



Aims

- To develop a neat, legible, speedy 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

All staff are encouraged to model the cursive style in all their handwriting, whether on whiteboards, displays or in pupils' books. Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Pupils should receive feedback on their handwriting in all books to reinforce high expectations of presentation. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

Pens and pencils

Children will start writing using a pencil and will be taught the correct pencil grip right from EYFS. Pencil grip and good posture will be corrected throughout school to ensure that bad habits are not formed where possible. In KS2 children who have developed a fluent handwriting style will be given a handwriting pen. From the end of year 4 all children will use a handwriting pen to develop a fluent, legible style in preparation for being high school ready.

Inclusion

Appropriate additional support will be put into place for children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs. Letter-join's Lesson Planners include differentiation activities for extra practice/challenge. Interventions are used to support identified groups of children. Teachers can send a referral to ISCAN for additional support on motor skill development as necessary, with parental consent.

Handwriting at Home

Pupils are encouraged to practise their handwriting at home by using the Pupil log-in for Letter-join. Children can also watch the word and letter animations and practice and explore other handwriting resources on Letter-join.

Login information:

www.letterjoin.co.uk

Username- jk5800

Password- home

Progression of teaching handwriting

Early Years

For our youngest pupils we teach short handwriting lessons on a daily basis, which will include the following:

- 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 letter shapes, their sounds, formation and vocabulary. Children in EYFS will learn how to print letters prior to learning cursive styles from year 1
- correct sitting position and pencil grip for handwriting

Key Stage 1: Years 1 and 2

Teaching progresses from five short, to two longer lessons per week:

- continuing with gross and fine motor skills exercises
- strengthening cursive handwriting, learning and practice
- numerals, capitals and printed letters; where and when to use, learning and practice
- KS1 SATs SPaG exercises

Lower Key Stage 2: Years 3 and 4

Handwriting lessons will continue twice a week in Lower Key Stage 2. Pupils should be using a cursive style throughout their independent writing in all subjects, helping to refine their handwriting in line with the requirements of each lesson.

Upper Key Stage 2: Years 5 and 6

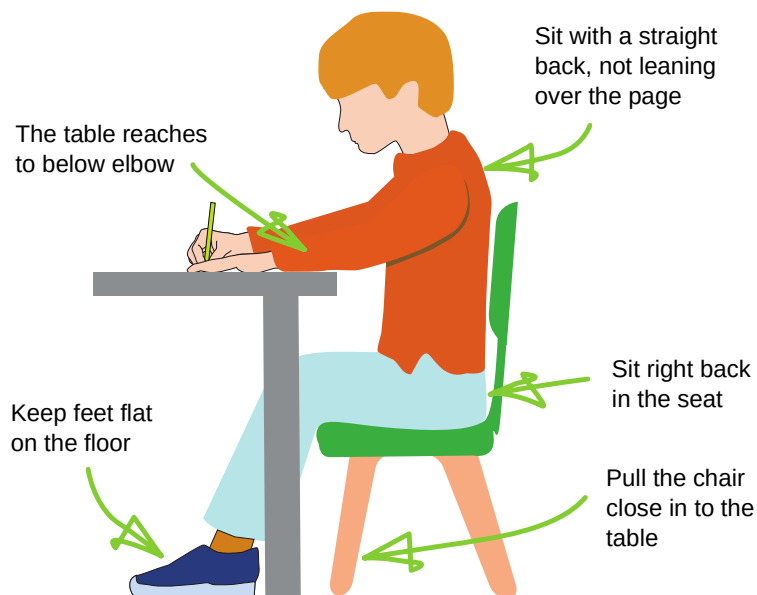
More advanced handwriting techniques will be taught during two weekly lessons:

- reinforcing cursive handwriting across the curriculum
- form-filling/labelling using printed and capital letters
- dictation exercises promoting quick note-taking and speedy handwriting writing skills
- KS2 SATs SPaG practice

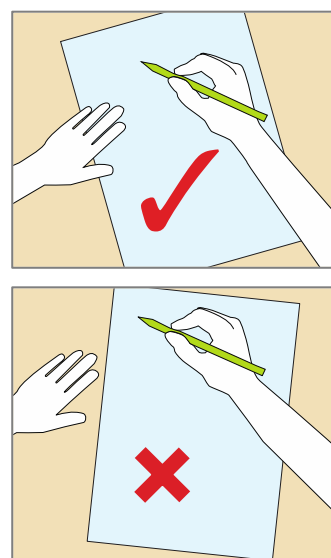
Correct posture and pencil grip for handwriting

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

SITTING POSITION



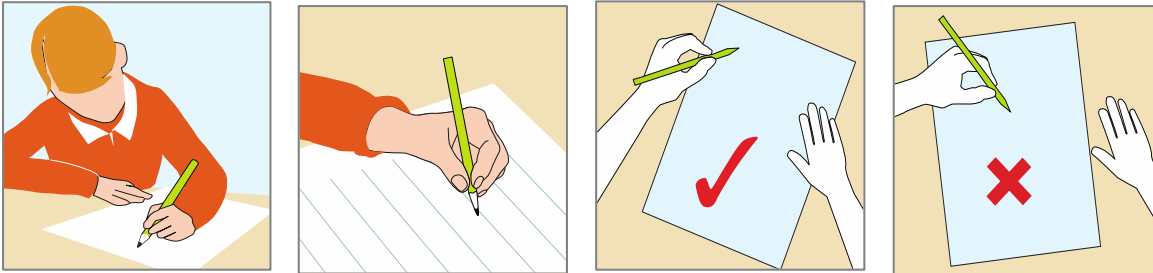
Paper position for right-handed children.



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 demonstrate to left-handers on an individual or group basis.

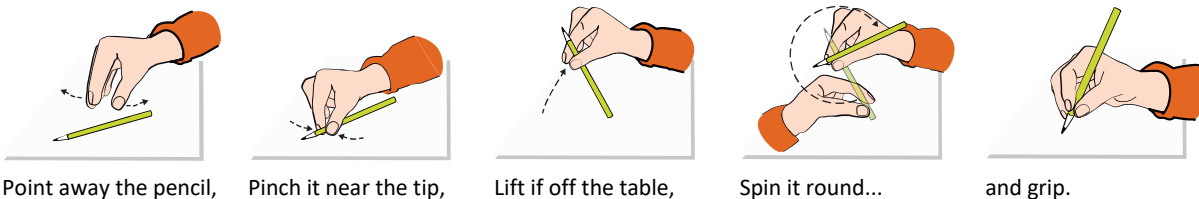
- Left-handed pupils sit to the left of a right-handed child so that they are not competing for space.
- Pupils position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision. Extra practice with left-to-right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



The Tripod Pencil Grip

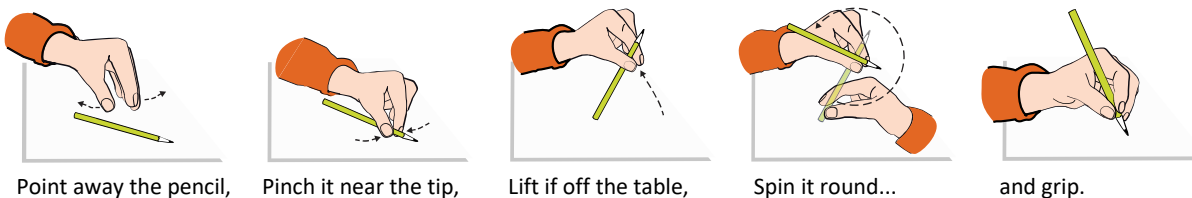
Both right and left handed children are encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib. We use the Tripod Grip Rhyme:

Right-handed pencil grip



Point away the pencil, Pinch it near the tip, Lift it off the table, Spin it round... and grip.

Left-handed pencil grip



Point away the pencil, Pinch it near the tip, Lift it off the table, Spin it round... and grip.

Assessment and feedback

During handwriting lessons, teachers will use frequent dictation to assess if pupils can apply the focus of the taught lesson. Pupils will be encouraged to demonstrate their understanding of a letter formation or a handwriting join using a dictated word/sentence. Pupils will receive feedback on their letter formation/handwriting style to celebrate or to correct letter formation to prevent bad habits from reinforcing.