

# Handwriting Policy 2025-2026

## King George V

### **Rationale:**

We believe that handwriting should enable children to master written communication. Handwriting is a movement skill that requires children to become familiar with the formation of each letter and the correct sequence of strokes. For most writers, writing fluency will be achieved by frequent practice throughout the week. We want to ensure that children learn to form the letters of the alphabet with the correct sequence of strokes.

### **Letter formation and Joins (kinetic letter)**

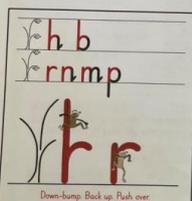
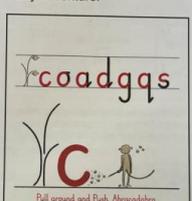
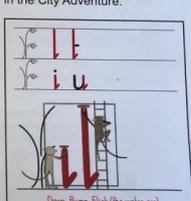
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj

Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt

Uu Vv Ww Xx Yy Zz

### **The Six Letter Families:**

1. Jumper Family: h,b,r,n,m,p
2. Abracadabra Family: c,o,a,d,g,q,s
3. Window Cleaner Family: l,t,i,u
4. Special Squirter: e
5. Fisher Family: y,j,f
6. Slider Family: k,v,w,x,z

Letter Families: Stories and Family Features		Learning Strategy
<p><b>Jumper Family:</b> Made by jumping from trees in the Island Adventure.</p>  <p>Down. Bump. Back up. Push over.</p>	<p><b>Abracadabra Family:</b> Magicked from c in the Party adventure.</p>  <p>Roll around and Push. Abracadabra.</p>	<p><b>Window Cleaner Family:</b> Made with squeegees in the City Adventure.</p>  <p>Down. Bump. Flick (the water off).</p>

## **The Four Joins:**

1. Diagonal joins to letters without ascenders (e.g. ai, ar, un)
2. Diagonal joins to letters with ascenders (e.g. ab, ul, it)
3. Horizontal joins to letters without ascenders (e.g. ou, vi, wi)
4. Horizontal joins to letters with ascenders (e.g. wh, ol, ot)

## **Early Years**

Children should develop gross motor skills by practising a number of physical activities, such as walking on unstable surfaces (e.g. large pillows, a flat see-saw) climbing and swinging, catching and balancing. They should also develop fine motor skills through mark making and creating pre-writing shapes in sand or with paint (Appendix 1).

Before children learn how to hold a pencil, they should be encouraged to perform hand strengthening activities (Appendix 2). Children should practise holding a pencil, using the correct grip (Appendix 3), starting to use it to form recognisable letters, as well as being encouraged to practise the correct writing posture (Appendix 4). They should learn to form these letters using the Kinetic Letter's letter rhymes (Appendix 5).

## **Reception - Y1**

Children should develop fine motor skills through writing pre-writing shapes in their books (Appendix 1). Before writing, children should perform hand strengthening activities (Appendix 2). Students should be explicitly taught the correct writing posture (Appendix 4). They should practise holding a pencil, using the correct grip (Appendix 3), forming recognisable letters that rest on the line. Children should learn to form letters using the Kinetic letter rhymes (Appendix 5). This should be an explicit part of phonics lessons. During handwriting lessons, children should be taught to print letters, with reference to Kinetic Letter, as well as correct number formation (Appendix 6).

## **Y2**

In Year 2, children will continue practising handwriting as before. From Spring 1, students should begin learning to write in a pre-cursive style. By the end of Y2, most children should be able to print words legibly, using upper and lower cases letters, with a finger space in between each word. Some children will be able to write pre-cursively or cursively. Handwriting should be consistent throughout all books.

## **3-5**

Children should develop fine motor skills through writing pre-writing shapes in their books (Appendix 1). Before writing, children should perform hand strengthening activities (Appendix 2). Students should be explicitly taught the correct writing posture (Appendix 4). They should practise holding a pencil, using the correct grip (Appendix 3). During handwriting lessons, children should be explicitly taught how to use the lead ins that enable cursive handwriting, as well as the four joins.

By the end of Y5, most children should be able to write in a clear, fluent cursive style. Handwriting should be consistent throughout all books.

## **Provision for left-handed children:**

At least 10% of the population are left-handed, the majority of whom are boys. All teachers are aware of the specific needs of left-handed pupils and make appropriate provision:

- paper should be positioned to the left for right handed pupils and to the right for left handed pupils and slanted to suit the individual in either case;
- pencils should not be held too close to the point as this can interrupt pupils' line of vision;
- left-handed pupils should sit to the left of a right-handed child so that they are not competing for space;
- extra practice with left-to-right exercises may well be necessary before pupils write left-to-right automatically.
- Children should be encouraged to have the correct sitting posture for good handwriting (Appendix 4)

## **Pen/Pencil Licence**

It is at the discretion of the Headteacher and Deputy Lead to decide on the 5 statements that will lead to a pen licence.

Special Pencil Licence descriptors (printed letters)

1. Most letters start at the top of the letter and sit on the line
2. Ascenders reach the top of the line
3. Descenders go below the line
4. Finger spaces are appropriately sized
5. Capital letters and lower case letters are appropriately sized

Pen licence descriptors (cursive)

1. Letters start on the line from the lead-in
2. Ascenders reach the top of the line
3. Descenders go below the line
4. Capital letters and lower case letters are appropriately sized
5. Letters should be joined in the correct places

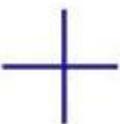
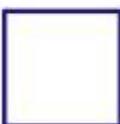
Once all 5 of these have been shown once, consistently in all books, children can receive a special pencil from school or they can bring in a dark blue pen from home. Children's progress should be recorded in a table (Appendix 7). Children will receive a certificate upon completion of their chart (Appendix 8). These can be taken away if the quality of the child's work is not maintained.

Appendices

Appendix 1: Pre-writing shapes

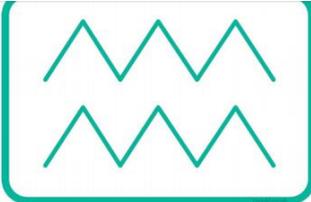
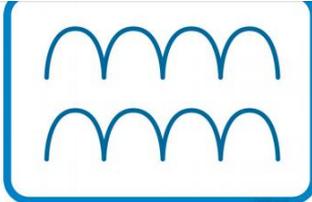
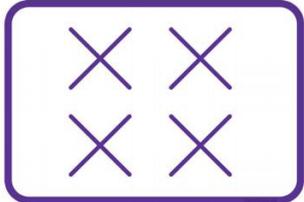
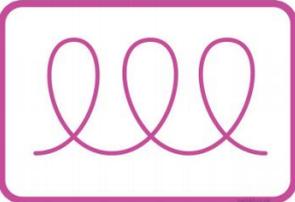
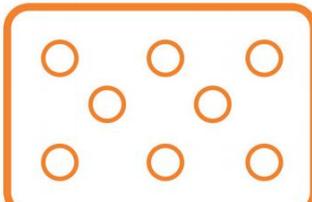
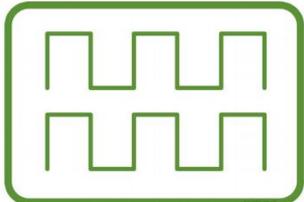
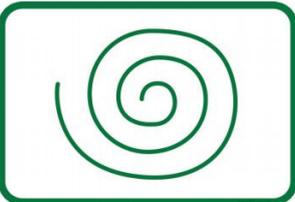
## PRE-WRITING SHAPES

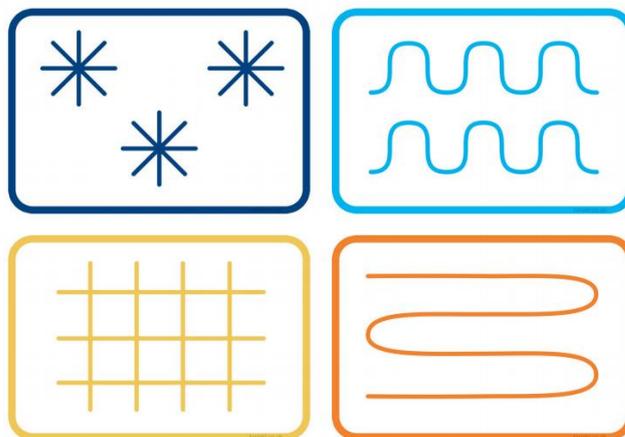
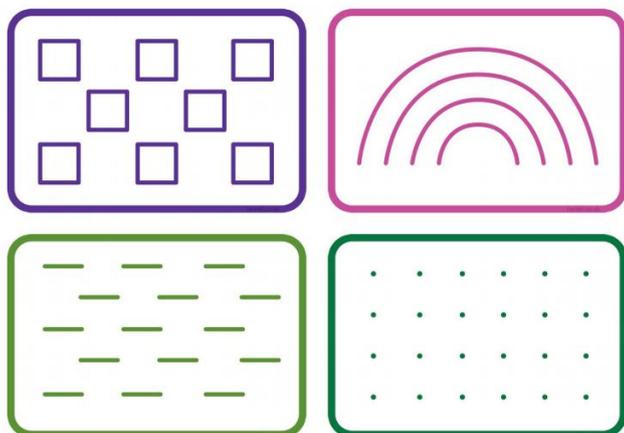
Before your child can learn to write, he or she needs to be able to draw these shapes

 2 years	 2½ years	 3 years	 3½-4 years
 4 years	 4½ years	 4½ years	 4 years 11 months
			 5 years 3 months

 Children who can draw an oblique cross are able to copy more letters and numbers than children who cannot

Twinkl Mark Making Pattern Shapes



Appendix 2: Hand strengthening activities

## Handwriting Warm-Up

### Fine Motor Exercises

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#### Handwriting Warm-Up Fine Motor Exercises

**1**

- Make sure you are sitting comfortably and upright.
- Place your fingertips together.
- Press your fingers together, as if they are doing "push ups" against each other.
- Repeat a number of times.

#### Handwriting Warm-Up Fine Motor Exercises

**2**

- Put the palms of your hands together.
- Now push them against one another.
- Fold your fingers around one another.
- Try to pull them apart.
- Repeat a number of times.

#### Handwriting Warm-Up Fine Motor Exercises

**3**

- Find a range of different sized rubber bands.
- Carefully, loop them between your fingers.
- Then stretch your fingers out and back in.
- Hold the position for five seconds.
- Repeat five times.

Handwriting Warm-Up Fine Motor Exercises

4

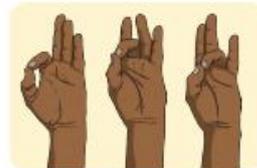
- Use a small ball which you can hold with 2 fingers and a thumb.
- Roll the ball up and down your arm, leg or torso without dropping it.
- Keep the movement slow but constant.
- Try walking the ball down your leg. That is really tricky!



Handwriting Warm-Up Fine Motor Exercises

5

- Open your hand out so that the gap between the thumb and the forefinger form an L shape.
- Touch the thumb to the forefinger and press.
- Stretch open the hand.
- Then touch the thumb to the middle finger and press.
- Stretch open the hand.
- Press the thumb together with the third finger.
- Stretch open the hand.
- Press the thumb to the little finger.
- Stretch open the hand.
- Repeat five times.



Handwriting Warm-Up Fine Motor Exercises

6

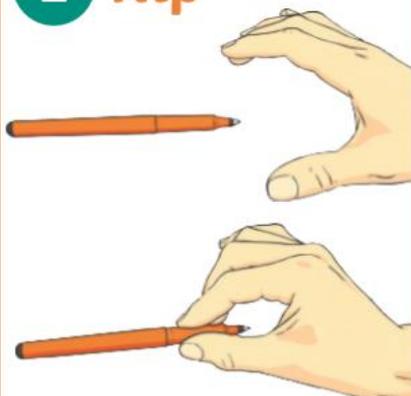
- Hold a pencil in your 'writing' hand.
- Gradually move your fingers up to the top of the pencil without dropping it.
- Then flip the pencil over, and move your fingers back from the top to bottom.
- Repeat five times.



Appendix 3: How to grip a pencil

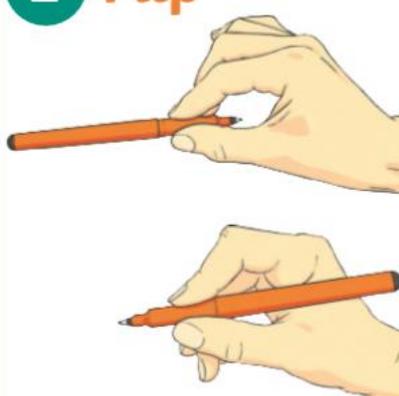
## How to Grip a Writing Tool

1 Nip



Choose the writing tool that is best suited to the task. 'Nip' it towards the end.

2 Flip



'Flip' the writing tool around so that it is resting on your hand.

3 Grip



'Grip' the writing tool. Make sure it is pinched between the ball of the thumb and the forefinger, supported by the middle finger with the other fingers tucked away.





Appendix 4: Correct writing posture

## Let's Look Ready to Write

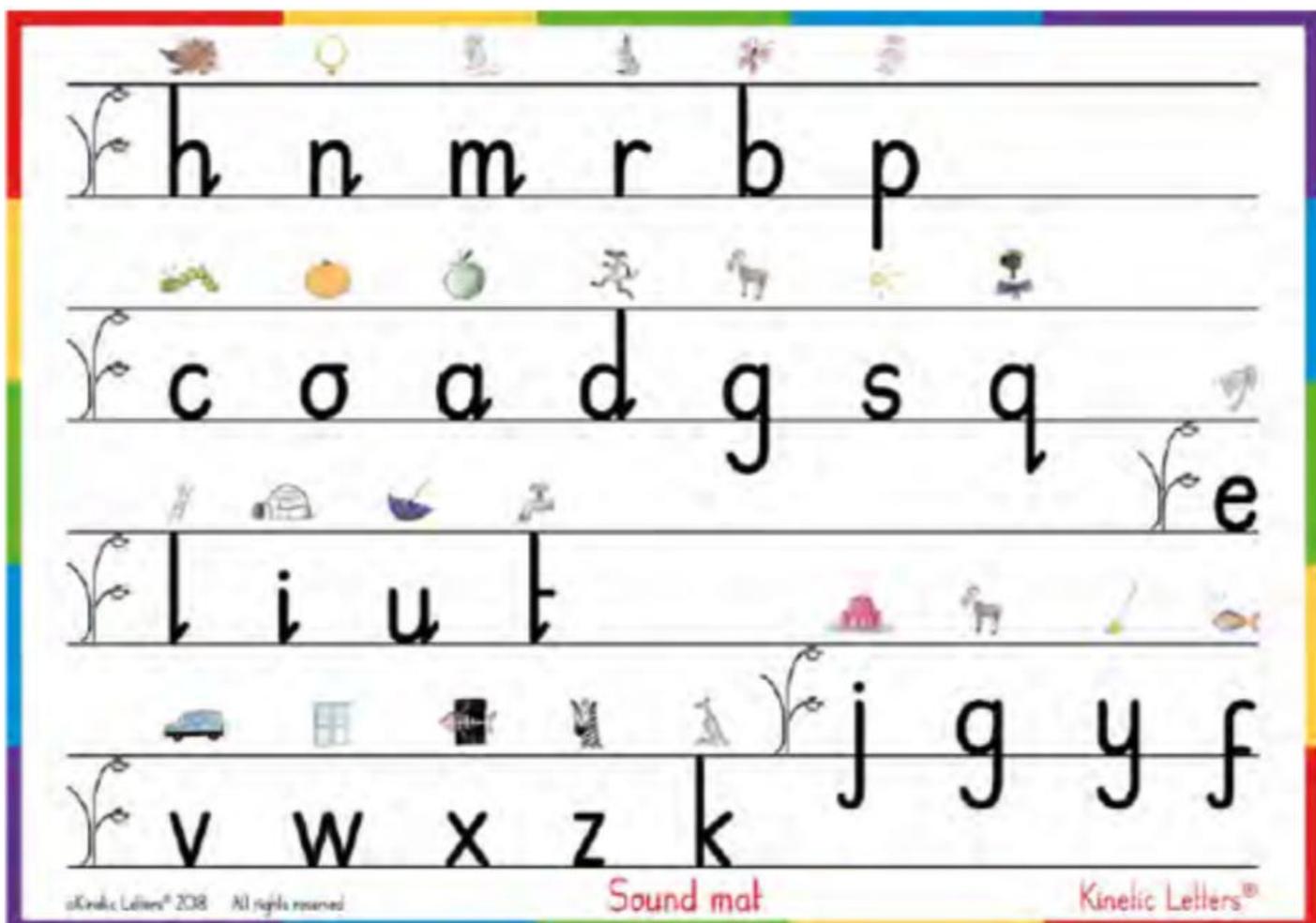
- 1 Place both feet flat on the floor.
- 2 Move your elbows so they're resting off the edge of the desk.
- 3 Move your bottom to the back of the chair.
- 4 Lean your head and shoulders slightly forward.
- 5 Keep your knees bent at a 90° angle.



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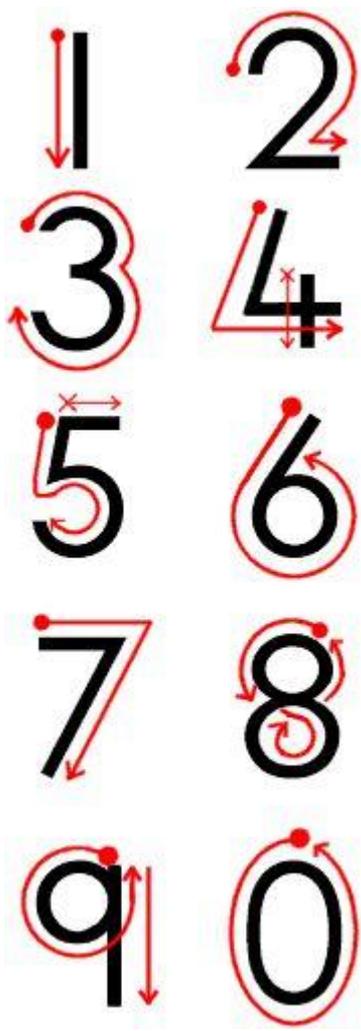


Appendix 5:



A colorful sound mat for learning letter formation. It features five rows of letters on a four-line grid. Each letter is accompanied by a small illustration related to its sound. The letters are: Row 1: h, n, m, r, b, p; Row 2: c, o, a, d, g, s, q; Row 3: l, i, u, t, e; Row 4: v, w, x, z, k, j, g, y, f. The mat is framed with a rainbow border. At the bottom, it includes the text '©Kinelic Letters® 2018 All rights reserved', 'Sound mat', and 'Kinelic Letters®'.

Appendix 6: Correct Number Formation

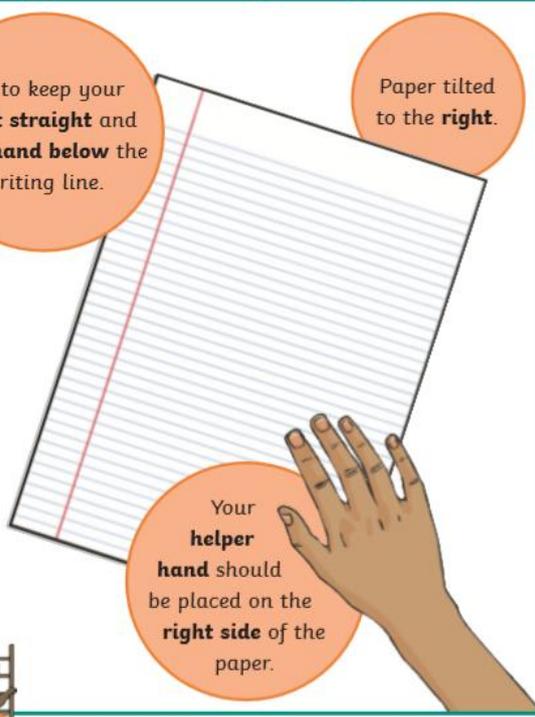


**If you write with your left hand...**

Try to keep your **wrist straight** and your **hand below** the writing line.

Paper tilted to the **right**.

Your **helper hand** should be placed on the **right side** of the paper.

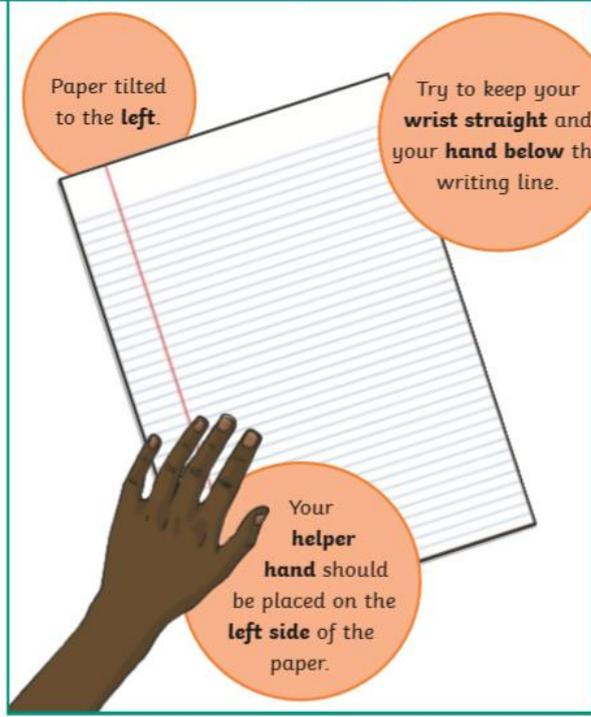


**If you write with your right hand...**

Paper tilted to the **left**.

Try to keep your **wrist straight** and your **hand below** the writing line.

Your **helper hand** should be placed on the **left side** of the paper.



Writing on a slant should help you not to smudge your writing

Appendix 7: Handwriting checklist chart

**Pencil Licence chart :**

Name:	Most letters	Ascenders reach	Descenders go	Finger spaces are	Capital letters
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Appendix 8: Certificates

# Pencil Licence

Congratulations to \_\_\_\_\_

for earning your pen licence!



## Well Done!



Date \_\_\_\_\_ Signed \_\_\_\_\_



# Pen Licence

Congratulations to \_\_\_\_\_

for earning your pen licence!



## Well Done!



Date \_\_\_\_\_ Signed \_\_\_\_\_



