



The Ashbeach Primary School - English Progression: Handwriting

Year	Knowledge	Skills	Key Vocabulary
Year 1	<ul style="list-style-type: none"> - Correct letter formation for lowercase letters - Proper pencil grip (tripod grip) 	<ul style="list-style-type: none"> - Write letters starting and ending in the correct place - Write letters in the correct direction - Produce legible, consistent letter size 	<ul style="list-style-type: none"> - Lowercase letters - Tripod grip - Letter formation
Year 2	<ul style="list-style-type: none"> - Correct letter formation for uppercase letters - Consistent spacing between letters and words 	<ul style="list-style-type: none"> - Write uppercase and lowercase letters with consistent size and spacing - Maintain a consistent, neat handwriting style 	<ul style="list-style-type: none"> - Uppercase letters - Spacing - Consistency
Year 3	<ul style="list-style-type: none"> - Correct formation of common joins between letters - Importance of legibility and fluency in handwriting 	<ul style="list-style-type: none"> - Use a joined style for all writing - Write fluently and legibly at an appropriate pace 	<ul style="list-style-type: none"> - Joins - Legibility - Fluency
Year 4	<ul style="list-style-type: none"> - Strategies for maintaining legible handwriting when writing at speed - Importance of adapting handwriting for different purposes 	<ul style="list-style-type: none"> - Write legibly and fluently at an appropriate pace for a range of purposes - Adjust handwriting style as needed (e.g., for note-taking, formal writing) 	<ul style="list-style-type: none"> - Pace - Adaptation - Purpose
Year 5	<ul style="list-style-type: none"> - How to self-evaluate and improve handwriting - Importance of consistent, neat handwriting in final written pieces 	<ul style="list-style-type: none"> - Evaluate and improve own handwriting, making adjustments as needed - Maintain a consistent, neat handwriting style in final written work 	<ul style="list-style-type: none"> - Self-evaluation - Improvement - Presentation
Year 6	<ul style="list-style-type: none"> - Strategies for maintaining legible handwriting when writing for extended periods - Importance of handwriting in the transition to secondary school 	<ul style="list-style-type: none"> - Write legibly and fluently for extended periods - Demonstrate a confident, mature handwriting style appropriate for secondary school 	<ul style="list-style-type: none"> - Endurance - Maturity - Transition

This handwriting progression framework aligns with The Ashbeach Primary School's vision and values by focusing on developing children's foundational handwriting skills, which are essential for fluent and accurate written expression. The framework supports the school's priority of improving handwriting and



spelling outcomes, as it provides a clear, sequential approach to teaching handwriting that builds on prior knowledge and skills. Additionally, the emphasis on legibility, fluency, and adaptability prepares children for the demands of secondary school, supporting the school's goal of ensuring children are confident and well-prepared for the next stage of their education.

The Ashbeach Primary School Handwriting Procedure Guide

Introduction

Handwriting is a crucial skill for children to develop, as it enables them to communicate their ideas effectively in written form. This procedure guide outlines the steps for teaching and supporting children's handwriting development at Ashbeach Primary School, following the recommendations from the National Handwriting Association. **More details can be found in their Document ' Good Practice for Handwriting'** and teachers should refer to this.

Necessary Materials

- Pencils or pens (appropriate for the child's age and development)
- Lined paper or exercise books
- Handwriting models or exemplars

Handwriting Procedure

1. Posture

- Ensure children are sitting upright with their feet flat on the floor and their back supported.
- Encourage children to keep their shoulders relaxed and their elbows close to their body.

2. Pencil Grip

- Teach children the correct pencil grip, with their thumb and index finger holding the pencil, and their middle finger supporting it.
- Provide opportunities for children to practice the correct grip through activities and gentle reminders.

3. Paper Position



- Demonstrate the correct way to position the paper, with the top of the paper tilted slightly to the left for right-handed children, and to the right for left-handed children.
 - Encourage children to keep the paper steady and in the same position while writing.
- 4. Pressure**
- Observe children's writing and provide feedback on the amount of pressure they are using.
 - Encourage children to use a light, controlled grip and apply minimal pressure to the pencil or pen.

S Factors for success.

1. Shape

- a. Teach children the correct formation of letters, starting with the basic shapes and progressing to more complex letters.
- b. Use models, exemplars, and verbal cues to guide children's letter formation.
- c. Provide opportunities for children to practice writing letters, both individually and in words.

2. Spacing

- a. Emphasise the importance of consistent spacing between words, ensuring that children leave a finger's width between each word.
- b. Encourage children to use their finger as a guide for spacing when writing.

3. Sitting on the Line

- a. Teach children to position their letters on the baseline, with the bottom of the letters resting on the line.
- b. Provide visual cues, such as dotted lines or highlighters, to help children understand where the baseline is.

4. Letter Size

- a. Instruct children on the appropriate size for small, tall, and tailed letters, using models or exemplars as a reference.
- b. Encourage children to maintain consistent letter size throughout their writing.

5. String - Joining Letters (KS2)

- a. Introduce the concept of joined-up writing, demonstrating the correct way to connect letters.
- b. Provide opportunities for children to practice joining letters, starting with simple letter combinations and gradually increasing in complexity using joins as identified in The National Handwriting Association 'Good Practice for Handwriting' document.

6. Slant (KS2)

- a. Discuss the importance of consistent slant in handwriting, and introduce the concept of right-leaning or left-leaning slant.
- b. Encourage children to experiment with different slants and find the one that works best for them.



7. Speed and Style (Year 5+)

- As children progress, focus on developing fluency and speed in their handwriting.
- Encourage children to explore and develop their own personal handwriting style, while maintaining the core principles of legibility and consistency.

Decisions for The Ashbeach Primary School

In order to achieve a smooth progression from Little Wandle letter formation which is taught in EYFS and Year 1, we do not use a cursive font. Letter starting points are consistent with the Little Wandle format. Letters with varied shapes are also in line with Little Wandle:

a k f w

Safety Considerations

- Ensure that children are using appropriate pencils or pens for their age and development, to prevent discomfort or strain.
- Monitor children's posture and provide reminders or adjustments as needed to prevent fatigue or injury.

Tips for Effective Handwriting Instruction

- **Consistency:** Establish a consistent approach to handwriting instruction across all classes and year groups, ensuring that children receive a coherent and comprehensive learning experience.
- **Differentiation:** Adapt the handwriting instruction and practice to meet the individual needs of children, considering factors such as fine motor skills, left-handedness, or any special educational needs.
- **Feedback and Encouragement:** Provide frequent, specific feedback to children on their handwriting, highlighting areas of improvement and offering encouragement to build their confidence and motivation.
- **Integration with Other Subjects:** Incorporate handwriting practice into other subject areas, such as writing in maths or science, to reinforce the importance of legible and fluent handwriting across the curriculum.

Troubleshooting



If children are struggling with specific aspects of handwriting, consider the following strategies:

- **Posture and Grip:** Observe the child's posture and pencil grip, and provide additional guidance or support as needed.
- **Letter Formation:** Identify any specific letters or letter combinations that the child is having difficulty with, and focus on targeted practice and reinforcement.
- **Spacing and Alignment:** Provide visual cues or guides to help the child maintain consistent spacing and alignment of their writing.
- **Fatigue or Discomfort:** Encourage regular breaks and hand exercises to prevent fatigue or discomfort during extended writing tasks.

See The National Handwriting Association 'Case Studies' for my trouble shooting guidance.

Remember, the key to successful handwriting development is a consistent, structured approach that focuses on the fundamental elements of posture, pencil grip, letter formation, and spacing. By following this procedure guide, you can help children at Ashbeach Primary School develop the necessary skills and confidence to become fluent and legible writers.