

# MOORFIELD PRIMARY SCHOOL



# HANDWRITING POLICY

<b>Term Of Staff Review:</b>	<b>Summer 2026</b>
<b>Reviewed &amp; Approved By Governing Body:</b>	<b>Summer 2026</b>
<b>Committee:</b>	<b>Teaching and Learning</b>
<b>Term of Next Review:</b>	<b>Summer 2029</b>

*Inspiring Creative Learners for Exciting Futures*

## Introduction:

The purpose of this policy is to produce a consistent approach towards the handwriting and presentation of work at Moorfield Primary School. Quality presentation encourages children to work towards a high standard and take pride in every piece of work they produce. A consistent approach by all staff should enable pupils to leave primary school with a legible, fluent and cursive handwriting style.

## Aims:

- To develop the correct pencil grip to ensure a comfortable hand.
- For all children to develop a handwriting style that is consistent in size, orientation and formation, leading into a joined style.
- For all children to develop a legible and comfortable handwriting style with increasing confidence, fluency and speed.
- To make provision for left handed children to develop free flowing writing.
- To make appropriate provision for any children with gross or fine motor skill difficulties.
- To teach children to write from left to right and top to bottom of a page.
- To become competent when using a range of writing implements.
- To acknowledge effort, celebrate achievement and value the written work of all pupils.
- To ensure that there is consistency and high standards in the presentation of work.
- To set consistent standards and raise expectations of all children.
- To support high quality teaching and learning.

We recognise that handwriting is a whole-school issue and that it is inextricably linked to the teaching of phonics and spelling. Handwriting is a skill that must be explicitly taught and practised regularly.

At Moorfield Primary School we follow the Martin Harvey method for teaching handwriting. This means that we do not follow a bought 'scheme'; rather we use a consistent approach of teaching handwriting throughout the school using Martin Harvey's guidelines and clear terminology.

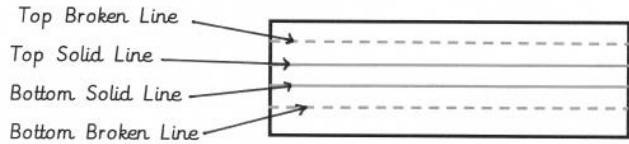
The approach progresses through the school with an emphasis being placed on the use of consistent language. Specific handwriting displays in each classroom will reflect the consistency of language and approach used throughout school.

## Prior to a handwriting session, staff will ensure that the children are prepared to write by:

1. **Two hands.** Insist on children always using two hands when writing. *One hand to hold the paper and one hand to write with.*
2. **Six feet.** Children must always keep six feet on the floor. *Their own two feet and the chair's four feet.* This means that the child does not kneel or sit cross legged on the chair. Neither do they rock backwards or forwards on the chair.
3. **BBC.** Ensure that children always sit in the BBC position – *Bottom Back in Chair.* This means that they never sit with the chair sticking out and their bottom on the front edge of the chair.
4. **TNT.** *Tummy Near Table.* This ensures that the child is sitting with the body close to their work, instead of having to stretch forward to write.
5. **Paper position.** *The paper should be upright when the child is writing or at an angle not greater than 45 degrees.* When children turn their paper to an angle greater than this, it is often because the pencil is being held with the thumb in a position which blocks the child's view of the pencil point.

*See Appendix A for classroom visuals to reinforce this.*

**During a handwriting session, staff will remind children of the following key elements of letter formation, the terminology used and where letters sit on the line by:**



Short Lines



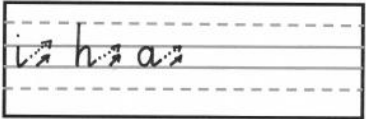
Tall Lines



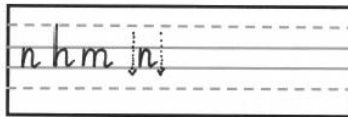
Tail Lines



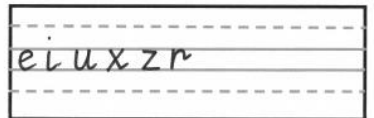
North-east Joining Line  
 or  
 Diagonal joining stroke



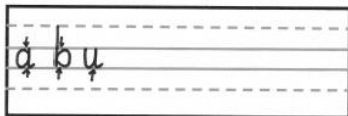
Narrow bridges



Small letters



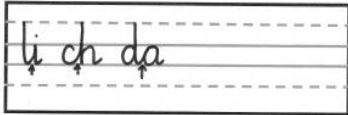
Letters with triangles



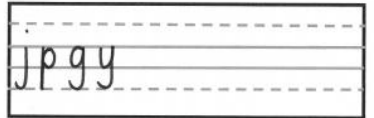
Tall letters



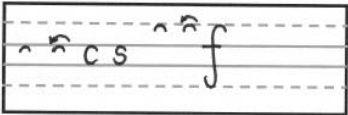
Joins with triangles



Tail letters



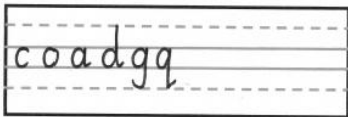
Coat hanger hooks



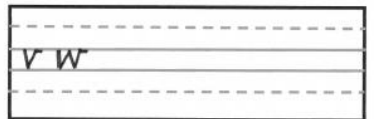
Narrow letters



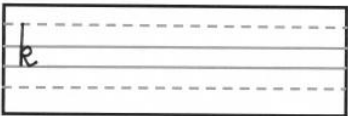
Egg shapes in the coat hanger letters



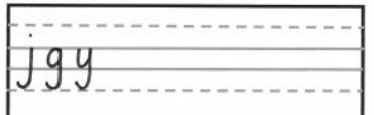
Letters with sharp points



Shoe lace k



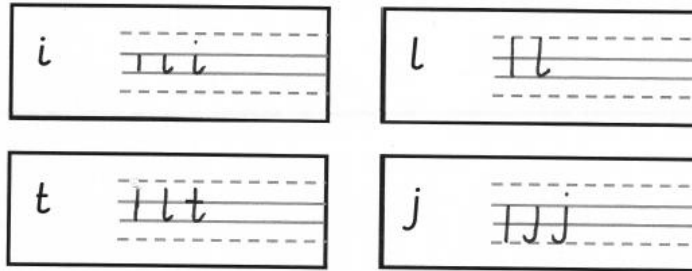
Narrow curved tails



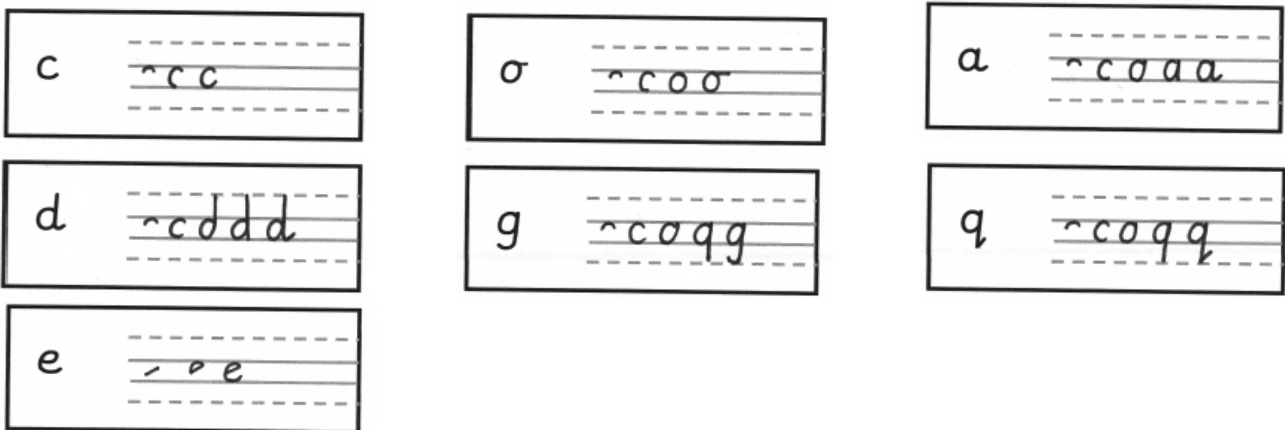
## Single Letters

All staff will refer to the document 'Achieving Excellence in Handwriting'.

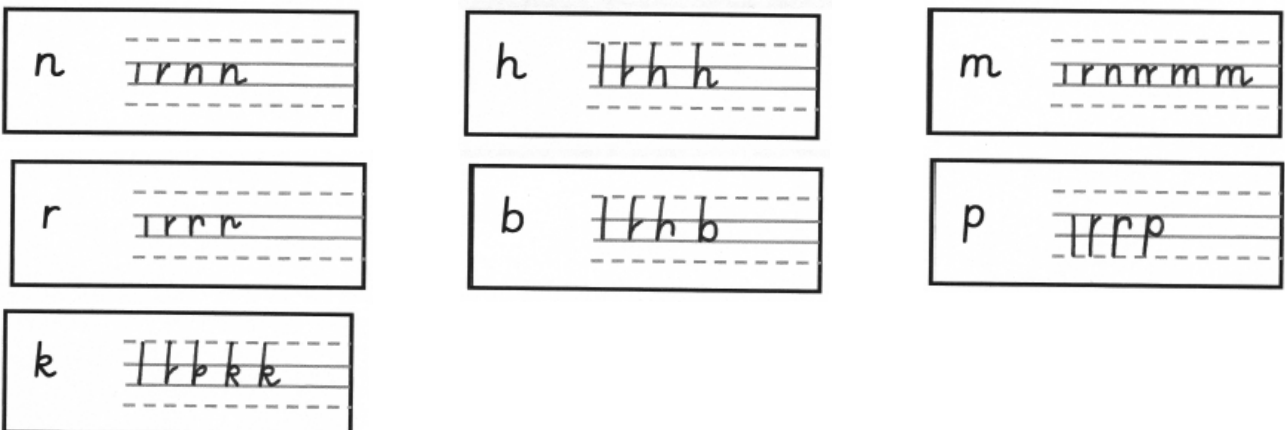
### 1. The Straight Line Family



### 2. The Coathanger Family



### 3. The Bridge Family



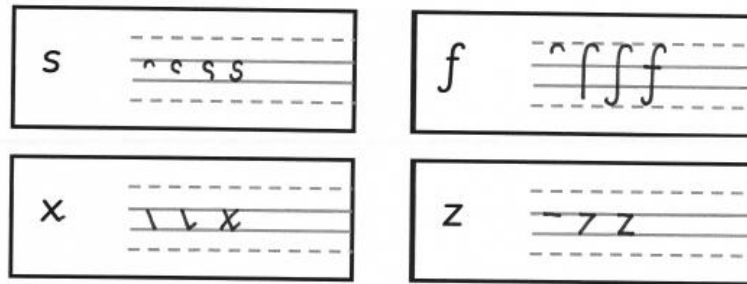
### 4. The Zig Zag Family



### 5. The Smile Family

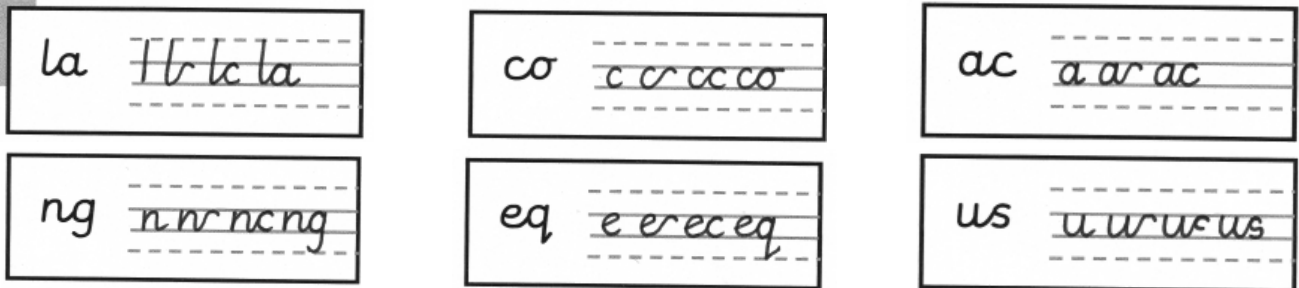


## 6. The Misfits!

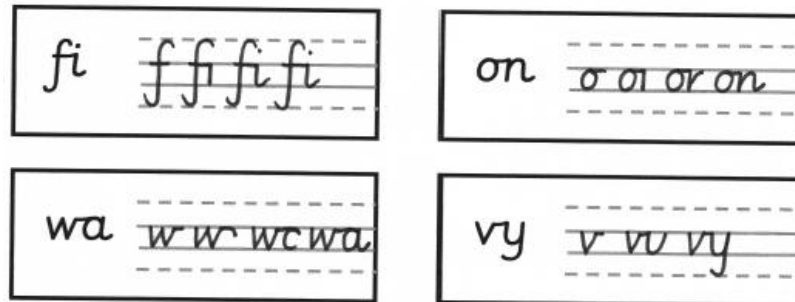


### Joining Pairs of Letters

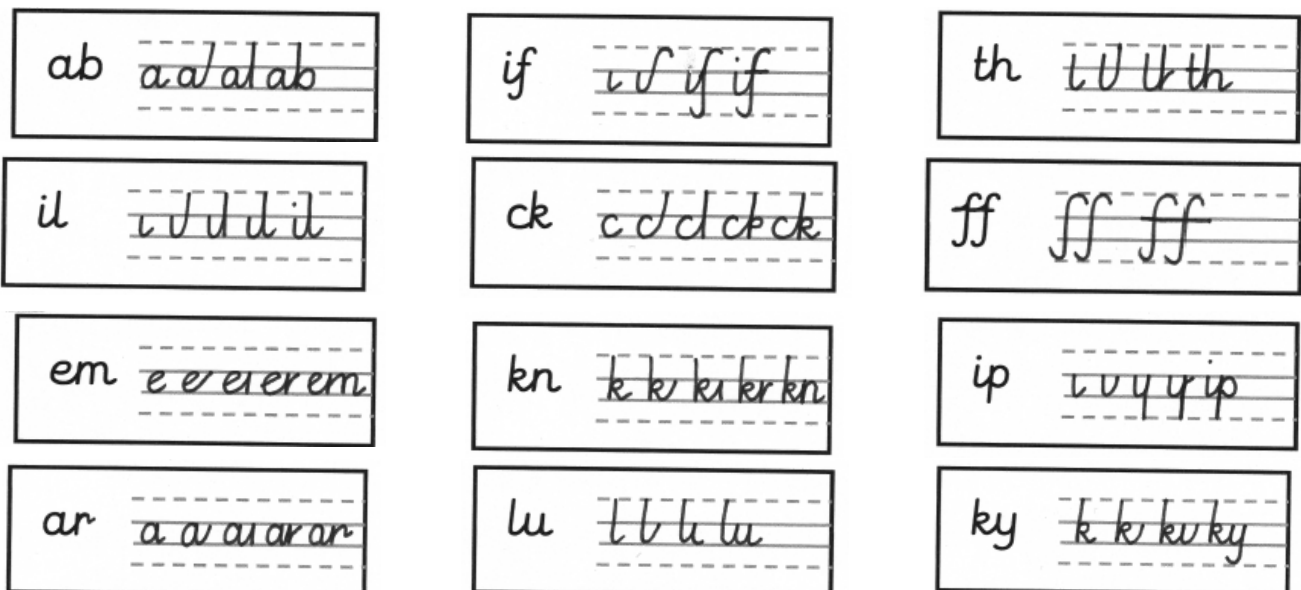
#### 1. Up, over, stop, reverse

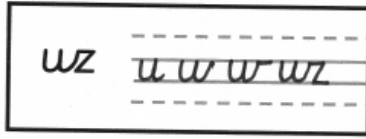
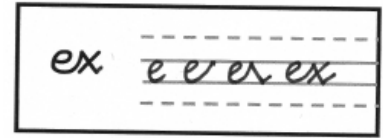
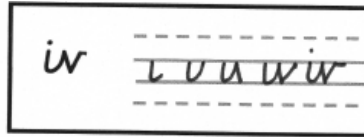
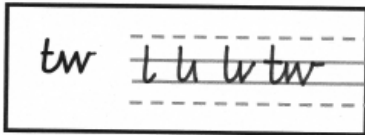


#### 2. Join across the top



#### 3. Joining from preceding letter

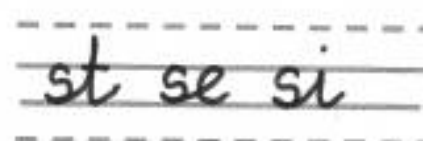
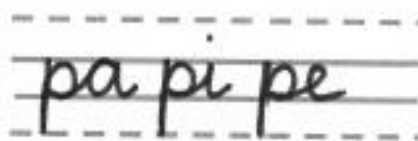
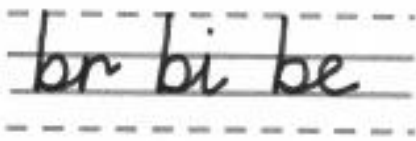




#### 4. No join



#### 5. Joining pairs of letters (option 2)



### Structure and progression through school

#### Reception/Kaleidoscope

On entry to Reception children will use a range of strategies to secure gross motor skills. As the children progress, any name writing or more 'formal' writing will be written in their Phonics and Handwriting Books. The children will be introduced to the correct terminology for the lines and how to form their letters correctly. (This will be subject to the individual child's rate of progress). For children who do not have the motor control there will be a strong focus on developing their gross and fine motor skills.

#### Key Stage 1 and 2 (Kaleidoscope where appropriate)

Children in Years 1 to 6 will have regular weekly handwriting sessions (2 or 3 times per week). Sessions will be no longer than 20 minutes. All teachers will model correct formation on the whiteboard using a coloured whiteboard pen (not black).

Handwriting practice will take place in their purple handwriting books:

Year 1 - 6/21 mm ruled lines.

Years 2 to 6 - 4/15mm ruled lines.

#### Presentation Guidelines

Children will encounter a range of writing implements that encourage the development of fine motor skills. In Foundation Stage a variety of mark making equipment will be available for children to use and the correct pencil grip will be taught and reinforced across Reception and Year One.

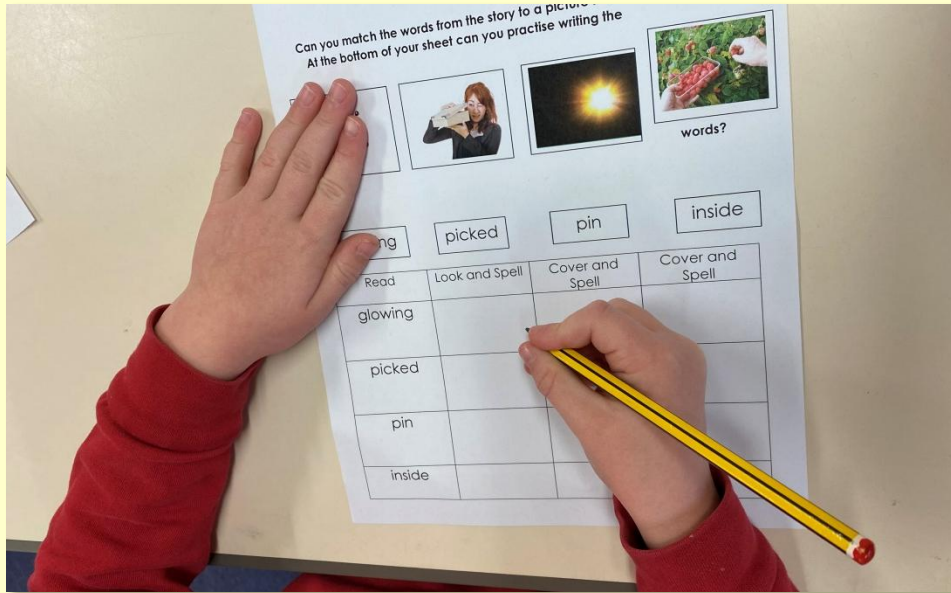
In Key Stage 1 all children will use pencils. The correct pencil grip will be reinforced as necessary.

In Key Stage 2 all children will start with a pencil and progress to using a blue pen once all joins are continually formed correctly. At this stage they will be awarded a 'Pen Licence' certificate. It is the responsibility of the teacher to ensure that adequate opportunities are given to support a fluent and consistent style of handwriting.

Pens must be fibre tip or free-flowing ink

**Revised and adopted by the Governing Body Summer 2026**

# Two hands



*One hand to hold the paper and one hand to write with*

# Six Feet



*Own two feet and the chair's four feet on the floor*

# BBC



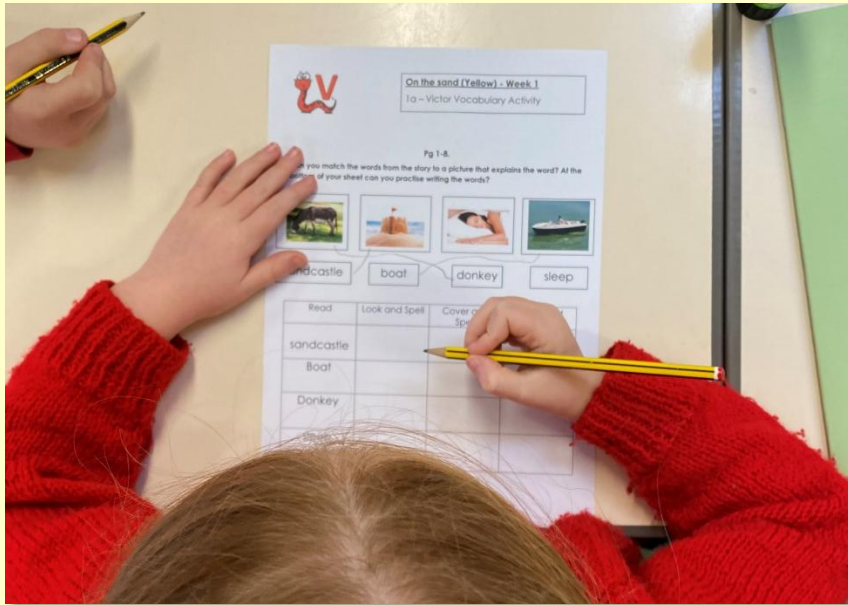
*Bottom Back in Chair*

# TNT



*Tummy Near Table*

# Paper Position



*The book should be upright, or at an angle not greater than 45 degrees*