



Whole School Handwriting Progression (Pen Pals)

Key Stage 1

Building on EYFS, pupils in Key Stage 1 develop a legible style. This is achieved in Year 1 by developing a comfortable and efficient pencil grip and by practising handwriting in conjunction with phonics, spelling, and independent writing. Lower case letters are formed correctly in a script that will be easy to join. Children will practice the four basic handwriting joins (diagonal and horizontal joins to letters with and without ascenders) as soon as they begin to learn digraphs and trigraphs within phonics. This will be assessed periodically in phonics/writing sessions.

Key Stage 2

During this stage, the children continue to have direct teaching and regular practice of handwriting. We aim for them to develop a clear and fluent style by the end of Key Stage 2 and be able to adapt their handwriting for different audiences and purposes. This will be assessed as part of the termly writing assessment and assessed against the KS2 criteria.

From Year 3 onwards children will begin to transition from the use of pencil to ink by using a pen in all lessons (with the exception of Maths). Berol Handwriting Pens are used within Year 3 and 4, and once in year 5, children move onto using a fountain pen.

Points to note:

- Ascending and descending letters are half the size again of small letters.
- Children should be taught to hold pen/pencil correctly and loosely for flexibility.
- Chair should be straight and tucked comfortably into the table.
- Lower back should be touching the back of the chair.
- Child's "free" hand should hold the book steady without getting in the way of the writing hand.
- When marking or writing comments, members of staff use cursive handwriting as appropriate.
- Children should be taught basic uniform style with a view to developing individual style later – only when fluent.

The Learning Environment

A dedicated writing area is established in all classrooms within EYFS, where children are given a wide variety of media with which to write. In addition, each classroom has a 'washing line' where shared writing is hung in order to display writing of a high standard at all times.

Equal opportunities and children with SEND

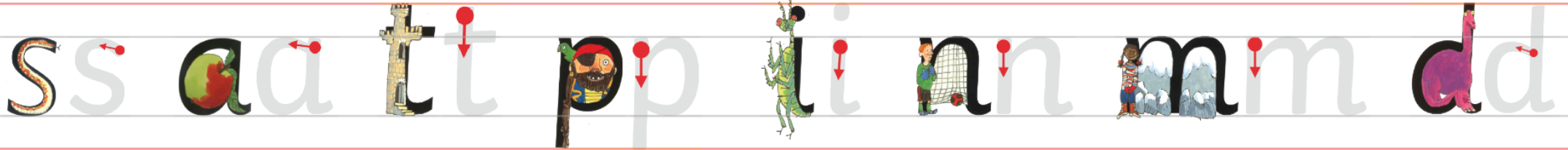
All children must have the opportunity and the encouragement to reach their full potential regardless of race, creed or sex. Children with Special Educational Needs, where necessary, will be provided with specialist equipment such as pencil grips, wider ruled lined paper or a writing slope.

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Autumn	Week 1	Letter formation: i j t j y	Practising diagonal join to ascender: th, ch	Practising joining through a word in stages: no ascenders or descenders	Introducing diagonal join from p and b to ascender: ph, pl, bl	Introducing sloped writing in letter families	Style for speed: crossbar join from t: th, ti, tr, ta, tt
	Week 2	Letter formation: ll	Practising diagonal join, no ascender: ai, ay	Practising joining through a word in stages: parallel ascenders	Introducing diagonal join from p and b, no ascender: bu, bi, be, pu, pi, pe	Practising sloped writing: diagonal join to ascender: th, sh, nb, hd, ht, st	Style for speed: looping from g: gl, gi, gr, ga, gg
	Week 3	Letter formation: L I T U J Y	Practising diagonal join, no ascender: ir, er	Introducing joining from s to ascender: sh, sl, st, sk	Introducing diagonal join from p and b to an anticlockwise letter: pa, po, ps, ba, bo, bs	Practising sloped writing: diagonal join, no ascender: ai, ay, kn, er, ie, en	Style for speed: looping from j and y: je, jo, ye, yr, fo
	Week 4	Letter formation: b h k p	Practising horizontal join to ascender: wh, oh	Introducing joining from s, no ascender: sw, si, se, sm, sn, sp, su	Revising parallel ascenders and descenders: bb, pp	Practising sloped writing: diagonal join to an anticlockwise letter: ac, sc, bo, da, ea, ho	Style for speed: looping from f Style for speed: different joins to s
	Week 5	Letter formation: l r j p t b m u	Practising horizontal join, no ascender: ow, ou	Introducing joining from s to an anticlockwise letter: sa, sc, sd, sg, so, sq	Break letters: x, z	Practising sloped writing: horizontal join to ascender: wh, wl, oh, ol, of, ob	Style for speed: looping from b
	Week 6	Letter formation: R N M B H K P	Introducing diagonal join to e: ie, ue	Introducing joining from r to an ascender: rb, rh, rk, rl, rt	Spacing in common exception words	Practising sloped writing: horizontal join, no ascender: oi, oy, ou, op, ve	Style for speed: joining from v, w, x and z
	Week 7	Letter formation: d f g f q	Introducing horizontal join to e: oe, ve	Introducing joining from r, no ascender: ri, ru, rn, rp	Consistent size of letters	Practising sloped writing: horizontal join to an anticlockwise letter: oo, oa, wa, wo, va, vo	Handwriting for different purposes: abbreviations
	Week 8	Letter formation: ff	Introducing ee	Introducing joining from r to an anticlockwise letter: ra, rd, rg, ro	Relative size of capitals	Practising sloped writing: joining from r: ra, re, ri, ro, ru	Handwriting for different purposes: abbreviations
	Week 9	Letter formation: ss	Practising diagonal join, no ascender: le	Introducing joining from r to e: are, ere, ure, ore, ire	Speed and fluency	Practising sloped writing: joining from s: sh, su, sc, sl, sw, sp	Spacing between words
	Week 10	Letter formation: C A D O S G Q E F	Writing numbers 1–100	Introducing break letters: g, j, y, f, b, p, x, z	Speed and fluency	Speed and fluency	Spacing between words
	Week 11	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation
	Week 12						

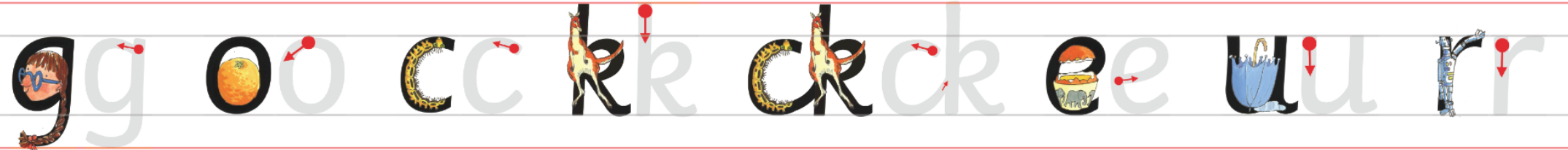
Spring	Week 1	Letter formation: h d y g	Introducing diagonal join to anticlockwise letters: ea	Introducing joining to f: if, ef, af, of	Revising parallel ascenders	Practising sloped writing: proportion – joining from f to ascender: <i>fl, ft</i>	Improving handwriting: the importance of consistent sizing
	Week 2	Letter formation: z v w x	Practising diagonal join to anticlockwise letters: igh	Introducing joining from f to an ascender: fl, ft	Revising parallel ascenders and break letters	Practising sloped writing: size – joining from f, no ascender: <i>fa, fe, fi, fo, fu</i>	Improving handwriting: the importance of proportion
	Week 3	Letter formation: zz	Practising diagonal join to anticlockwise letters: dg, ng	Introducing joining from f, no ascender: fe, fi, fu, fr, fy	Relative sizes of letters	Different styles for different purposes: writing a paragraph	Improving handwriting: the importance of spacing
	Week 4	Mixing all the letter families	Introducing horizontal join to anticlockwise letters: oo, oa	Introducing joining from f to an anticlockwise letter: fo, fa	Proportion of letters	Practising sloped writing: speed: <i>ff</i>	Improving handwriting: the importance of consistent sizing of parallel ascenders and descenders
	Week 5	Practising all the capital letters	Practising horizontal join to anticlockwise letters: wa, wo	Introducing ff	Spacing between letters	Practising sloped writing: speed and legibility: <i>rr</i>	Improving handwriting: the importance of closed and open letters.
	Week 6	Practising all the numbers 0–9	Introducing mixed joins for three letters: air, ear	Introducing rr	Writing at speed	Practising sloped writing: size, proportion and spacing: <i>ss</i>	Improving handwriting: pen breaks in longer words
	Week 7	Writing words with ck and qu	Practising mixed joins for three letters: oor, our	Introducing ss	Improving fluency	Practising sloped writing: building speed: <i>qu</i>	Handwriting for different purposes: annotations
	Week 8	Practising long vowel phonemes: ai, igh, oo	Practising mixed joins for three letters: ing	Introducing qu	Speed and fluency	Different styles for different purposes: decorative alphabets	Handwriting for different purposes
	Week 9	Practising vowels with adjacent consonants: ee, oa, oo	Size and spacing	Revising parallel ascenders and descenders	Speed and fluency	Different styles for different purposes	Choice of handwriting tools
	Week 10	Practising vowels with adjacent consonants: ee, oa, oo	Size and spacing	Revising parallel ascenders and descenders	Speed and fluency	Different styles for different purposes	Choice of handwriting tools
	Week 11						
	Week 12	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation

Summer	Week 1	Numbers 10–20: spacing	Building on diagonal join to ascender: ck, al, el, at, il, ill	Revising joins: letter spacing	Consistency of size	Sloped writing: proportion, joining p and b to ascenders: <i>ph, pl, bl</i>	Handwriting for different purposes: fast-joined and print letters
	Week 2	Practising ch unjoined	Building on diagonal join, no ascender: ui, ey, aw, ur, an, ip	Revising joins: spacing between words	Proportion	Handwriting for different purposes: joining from p and b, no ascender: <i>bu, bi, pe, pu, pi, pr</i>	Handwriting for different purposes: note making
	Week 3	Introducing diagonal join to ascender: ch	Building on horizontal join to ascender: ok, ot, ob, ol	Revising joins: consistency of size	Spacing between letters and words	Practising sloped writing: parallel downstrokes: <i>pp, bb</i>	Handwriting for different purposes: neat writing
	Week 4	Practising ai unjoined	Building on horizontal join, no ascender: oi, oy, on, op, ov	Revising joins: fluency	Size, proportion and spacing	Practising sloped writing: all double letters	Handwriting for different purposes: print letters for personal details
	Week 5	Introducing diagonal join, no ascender: ai	Building on diagonal join to anticlockwise letters: ad, cc, eg, ic, ad, ug, dd, ag	Revising joins: parallel ascenders	Fluency: writing longer words	Practising sloped writing for speed: <i>tial, cial</i>	Different styles of writing
	Week 6	Practising wh unjoined	Building on horizontal join to anticlockwise letters: oc, og, od, va, vo	Revising joins: parallel ascenders and descenders	Speed and fluency	Practising sloped writing for fluency	Handwriting for different purposes: presentation
	Week 7	Introducing horizontal join to ascender: wh	Introducing joins to s: as, es, is, os, ws, ns, ds, ls, ts, ks	Revising horizontal join from r to an anticlockwise letter: rs	Revising break letters	Personal style	Handwriting for different purposes: decorated capitals
	Week 8	Practising ow unjoined	Practising joining ed and ing	Revising break letters	Print alphabet: presentation	Personal style	Handwriting for different purposes: layout
	Week 9	Introducing horizontal join, no ascender: ow	Practising joining ed and ing	Capital letters	Capital letters: presentation	Handwriting for different purposes: print alphabet	Handwriting for different purposes: handwriting patterns
	Week 10	Horizontal joins to ascenders: ch ai wh ow	Capital letters	Consolidation	Consolidation	Capitals	Consolidation
	Week 11	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation
	Week 12						

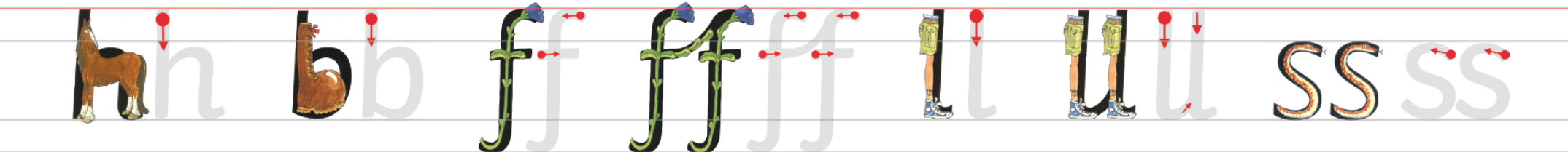
Phase 2 Letter Formation and Joins



slither down the snake round the apple, down the leaf down the tower, across the tower down the plait, up and over the pirates face down the body, dot for the head down Nobby, over the net Maisie, mountain, mountain. round his bottom, up his tall neck and down to his feet



round her face, down her hair and give her a curl. all around the orange curl around the caterpillar down the kangaroo's body, tail and leg curl around the caterpillar to the kangaroo's head down the kangaroo's body, tail and leg lift off the top and scoop out the egg down and under the umbrella, up to the top and down to the puddle. down the robot's back, then up and curl



down the head to the hooves and over his back down the laces, over the toe down the stem and draw the leaves down the stem, draw the leaves and down the stem, draw the leaves down the long leg down the long leg and up, then down the long leg slither down the snake and slither down the snake

Phase 3 Letter Formation and Joins



down his body,
curl and dot

down a wing,
up a wing

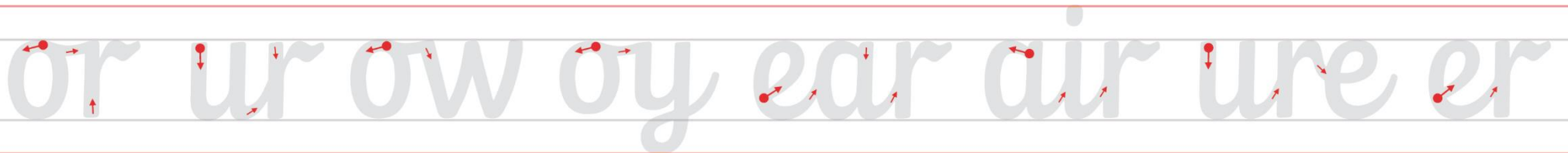
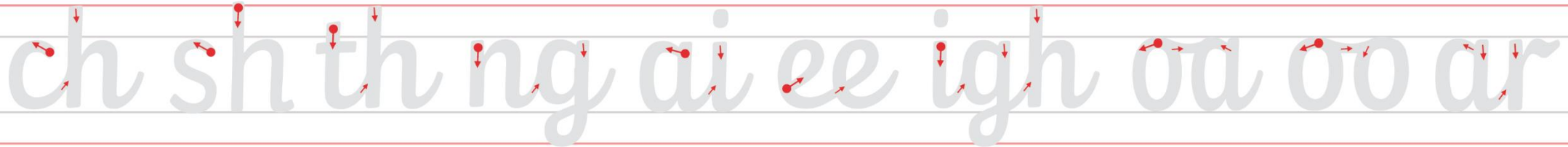
down, up, down,
up the worm

cross down the arm
and leg and cross the
other way

down a horn, up a horn
and under the yak's head

zig-zag-zig,
down the zip

zig-zag-zig and
zig-zag-zig down the zip



Phase 5 Letter Formation and Joins

ay ou ie ea oy ir ue

aw wh ph ew oe au ey