



St Joseph's Handwriting Policy

Mission statement

Through His teaching we aim to value ourselves and each other as unique and precious individuals created by God; We encourage and develop love and respect for each other and for our world; We strive to promote and deepen our Catholic faith through prayer, work and play; We aim to foster a loving, caring environment in which each child can freely learn and develop to their full potential.

Gospel Values underpinning our curriculum

Love, friendship, respect, truth, hope and forgiveness.

2025-2026



Handwriting Policy

At St Joseph's we are very proud of our pupil's handwriting and take particular care in our 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.

These are our handwriting expectations for KS1 and KS2. If children are secure with their Print Plus letters they will move onto Cursive.

KS1 Writing

Printed Plus lower case Letters

a b c d e
f g h i j k
l m n o p
q r s t u
v w x y z

Capital Letters

A B C D E
F G H I J K
L M N O P
Q R S T U
V W X Y Z

KS2 Writing

Cursive Lower Case Letters

a b c d e
f g h i j k
l m n o p
q r s t u
v w x y z

Capital Letters

A B C D E
F G H I J K
L M N O P
Q R S T U
V W X Y Z



Objective

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.

Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

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 or capital letters) to help communicate meaning clearly.



Expectations

All teaching staff are encouraged to model the printed or cursive style of handwriting chosen for each year group in our school in all their handwriting, whether on whiteboards, displays or in pupils' books.

Consistency throughout the school

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. Our objective is to help pupils enjoy learning and developing their handwriting with a sense of achievement and pride.

Handwriting frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out regularly and systematically to ensure Key Stage targets are met.

Pens and pencils

Children will start handwriting using a soft pencil. When fine motor skills have been established and children have mastered the cursive style they can achieve their pen licence.

Inclusion

For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place. Letter-join's Lesson Planners all include adapted activities for extra practice/challenge.





Handwriting at Home

Pupils are encouraged to practise their handwriting at home by using the Pupil log-in for Letter-join. Teachers can set Home Learning Tasks which may include:

- Magic Patterns
- Magic Words
- SoundMatch
- PhonicsMatch
- LetterMatch
- LetterLotto
- Letter Families activity
- Word Search
- Word Bank
- Spelling lists
- Write it Right!

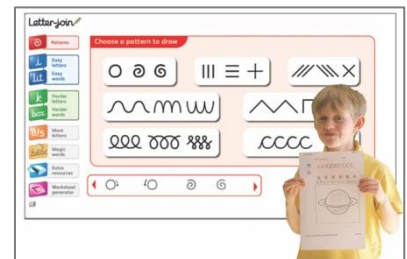
Children can also watch the word and letter animations and practice and explore other handwriting resources on Letter-join.



Early Years

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

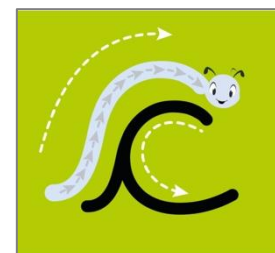
- enhancing gross motor skills such as air-writing, pattern-making and physical activities
- exercises to develop fine motor skills such as mark-making on paper, whiteboards and sensory trays
- becoming familiar with letter shapes, their sounds, formation and vocabulary
- correct sitting position and pencil grip for handwriting



Key Stage 1: Years 1 and 2

Children will continue with daily lessons, which will include:

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





Lower Key Stage 2: Years 3 and 4

Handwriting lessons will continue daily in Lower Key Stage 2.

Lower KS2 will focus on pupils using a cursive style throughout their independent writing in all subjects, helping to refine their handwriting in line with the requirements of each lesson.

Learners will continue to build on producing fluent, consistent and legible handwriting through the regular practice offered in this module's lessons.

Children will have practised applying size-appropriate handwriting to all areas of the curriculum whilst maintaining fluency and legibility.



Upper Key Stage 2: Years 5 and 6

More advanced handwriting techniques will be taught during daily lessons:

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

In these years, learners will have plenty of opportunity to develop the stamina and skills to write at length, with accurate spelling and punctuation. With Letter-join's wide range of resources they will be able to work towards producing consistently neat and well-presented handwriting in all curriculum subjects.

On completing this, children should be producing cursive writing automatically, enabling them to focus on the content of their work rather than the process of writing.

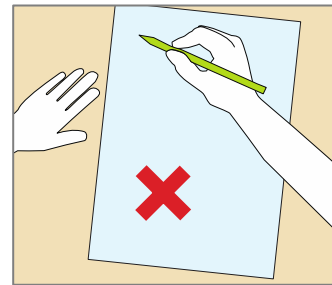
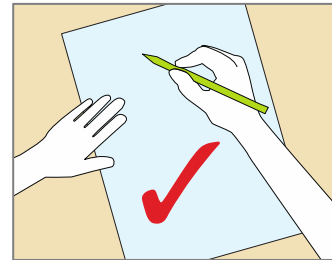
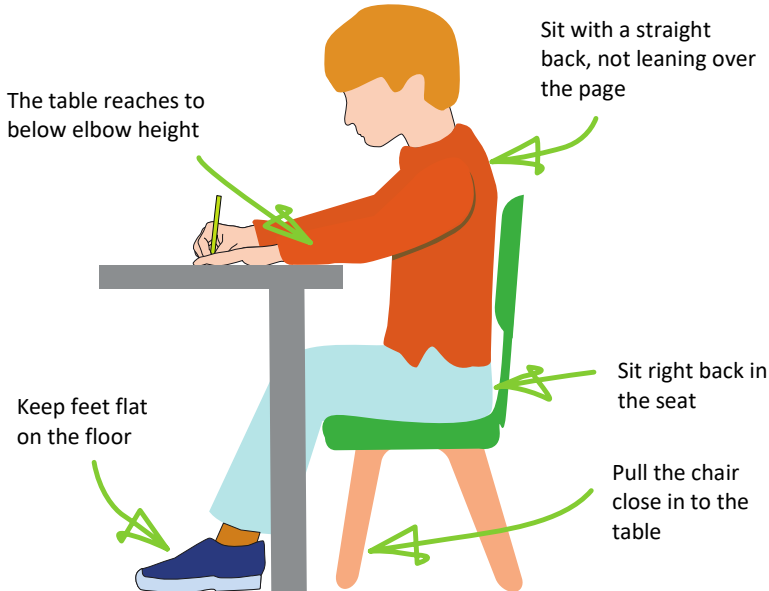




Correct posture and pencil grip for handwriting

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

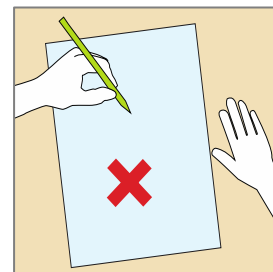
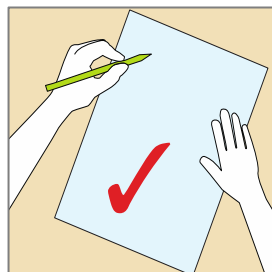
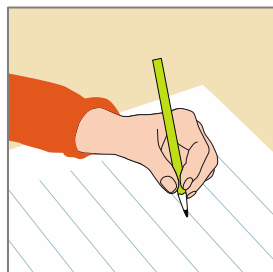
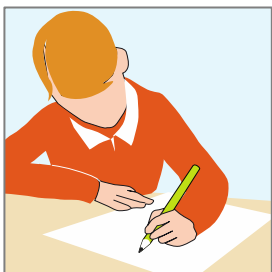
SITTING POSITION



Paper position for right-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 should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should 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.



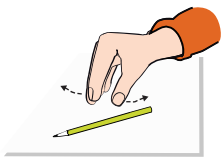
Paper position for left-handed children.



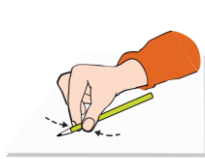
The Tripod Pencil Grip

Both right- and left-handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib.

Right-handed pencil grip



Point away the pencil,



Pinch it near the tip,



Lift it off the table,

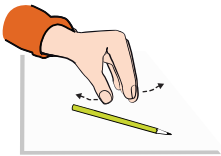


Spin it round...



and grip.

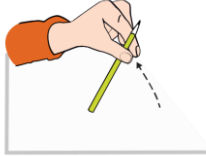
Left-handed pencil grip



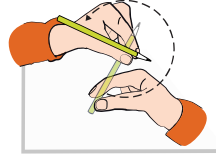
Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.