



# **The Beacon Policy for Handwriting**

**Date of Policy:**

**March 2025**

## Intent

Handwriting is a skill which, like reading and spelling, affects written communication across the curriculum. Children must be able to write with ease, speed and legibility. Handwriting skills are taught regularly and systematically throughout the school.

At The Beacon CE Primary School our aims in teaching handwriting are:

- To develop children's fine and gross motor skills.
- To support children to write in a consistent, well-presented and legible format.
- To have a consistent approach across Early Years, Key Stage 1 and 2 when teaching handwriting.
- To ensure that once children can form all letters correctly, neatly and consistently. In Year 2 they receive their 'Joining Licence' and begin to join letters.
- To make sure all children know the difference between lower- and upper-case letters by the end of Year 1.
- To ensure the skills taught in Early Years and Key Stage 1 continue to develop throughout Key Stage 2.

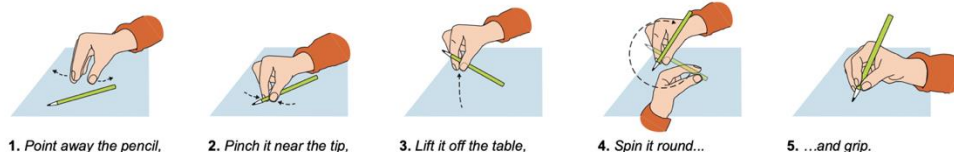
## Implementation

At The Beacon CE Primary school, children will be taught to:

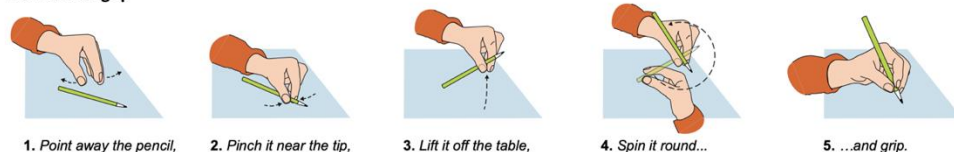
### Hold a pencil correctly

Children should be encouraged to use a tripod pencil grip, where the pencil is gripped between the index finger and the thumb. The middle finger is then used to support the underside of the pencil as shown below in the step-by-step guidance.

#### **Right handed grip**



#### **Left handed grip**

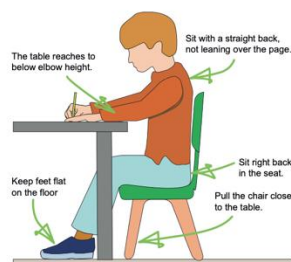


## Posture when writing

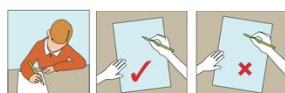
Children should be encouraged to adopt the correct writing position as shown below.

### Right handed children

How to sit correctly to be comfortable for handwriting.

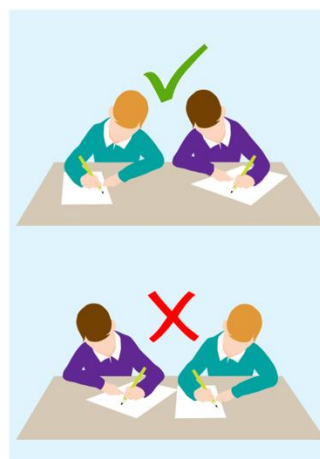


How to hold and position the paper.



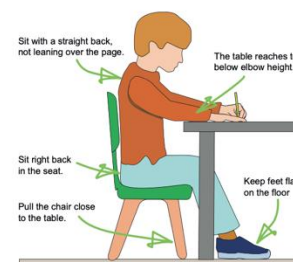
### Sitting position

Sit left-handed children to the left of their partner so they have plenty of room to write.

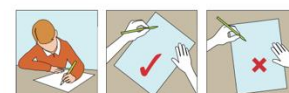


### Left handed children

How to sit correctly to be comfortable for handwriting.



How to hold and position the paper.



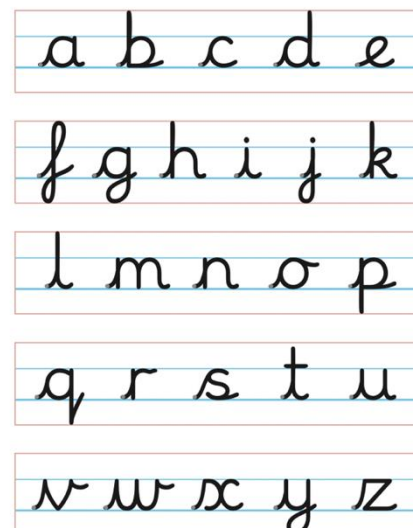
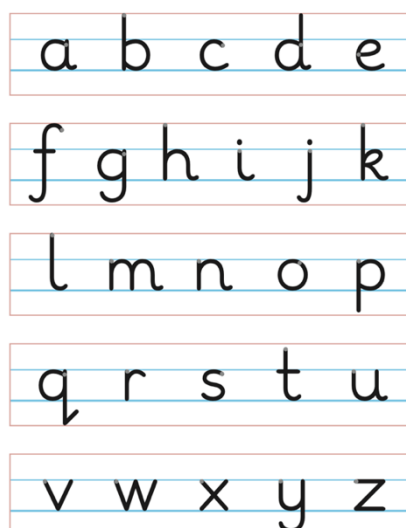
## Letter Formation

At The Beacon CE Primary School;

- Children are taught to write from left to right and from top to the bottom of the page
- Form regularly sized and shaped letters
- Use regular spacing between letters and words
- Take a pride in their written work and overall presentation across the curriculum
- In Reception class, children will use the RWI mnemonics to support the correct letter formation. From Year 1 through to Y6, children will use the Letter Join materials
- The printed and cursive scripts agreed are shown below

Rhymes for letter formation - taken from Read Write Inc.

a Around the apple and down the leaf.	b Down the laces to the heel and around the toe.	c Curl around the caterpillar.	d Around the dinosaur's bottom, up his tail neck & down to his toes.	e Lift off the top and scoop out the egg.	f Down the stem and draw the leaves.
g Around the girl's face, down her hair and give her a curl.	h Down the head, to his hooves and over his back.	i Down the body and dot for his head.	j Down his body, curl, dot for his head.	k Down the kangaroo's body tail and leg.	l Down the long leg.
m Down Mavis, mountain, mountain.	n Down Nobby and over his net.	o All around the orange.	p Down the pirate's plait and around his face.	qu Round her head, up past her ear, down her hair and flip.	r Down the robot's back and curl over his arm.
s Slither down the snake.	t Down the tower, across the tower.	u Down and under, up to the top and draw the puddle.	v Down a wing, up a wing.	w Down, up, down, up.	x Down the arm and leg, repeat the other side.
y Down a horn, up a horn and under head.	z Zip-zag zig.				



### 2-3 and 3-4 Nursery

Children will be encouraged to develop their fine and gross motor control using large and small equipment and messy play activities. An example of resources used to support this are large chalks, paint brushes, finger paints, shaving foam, playdough, cornflour, pens, pencils and crayons. Children in our Nursery classes also take part in daily 'Squiggle Whilst you Wiggle' and 'Dough Disco' sessions to support their skills when developing direction, knowledge of right and lefts and making different shape formations.

### Reception

Children will be taught to form letters correctly using Read Write Inc's guidance on letter formation, using the RWI mnemonics to aid the correct letter formation. Letter formation is taught alongside phonic development. Our Reception children will still access and take part in fine and gross motor activities (as listed above in our 2-3 and 3-4 Nursery section) to support their physical development. Our aim is for children to hold a pencil and form all letters and numbers correctly at the end of Reception. Misconceptions and errors with letter formation and pencil grip will be addressed immediately.

### Year 1 - taught daily for a minimum of 10 minutes per session

Children will continue to print letters and will be taught the correct letter formation using the Letter Join materials. Children will have opportunities during handwriting sessions to develop their skills when forming letters, developing consistency and fluidity. Children will be expected to form upper- and lower-case letters correctly. Misconceptions and errors with letter formation and pencil grip will be addressed immediately.

### Year 2 - taught daily for a minimum of 10 minutes per session

In Year 2, once children can form all letters correctly, neatly and consistently, they will receive their 'Joining Licence' and begin to join letters. This will be approved by our English Subject Leader. Children will be introduced to cursive letters and taught how to join the letters. They will have regular practise in letter formation and joining their handwriting.

In Key Stage 2, children are taught handwriting at least 3 times a week for a minimum of 10 minutes per session.

### Year 3

Children will continue to develop their use of cursive handwriting using the 'Letter Join scheme' and start applying this in other curriculum subjects. From Year 3, children who are consistently neat and join their writing will be given a pen licence

and they can use a handwriting pen when writing.

#### Year 4 – Year 6

Children will continue to develop their use of cursive handwriting using the 'Letter Join scheme' and are expected to use cursive handwriting across the curriculum.

#### Children not on track

Children who have not yet mastered forming all printed letters correctly, will continue to practise letter formation during their handwriting session using print from the Letter Join scheme, from Year 1 onwards.

For children who need further handwriting support in Upper Key Stage Two, they will use the Handwriting Recovery Scheme.

#### 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 children's books. We encourage all children to take pride in the presentation of their work.

#### Handwriting Equipment

Children will start handwriting using a sharp HB pencil. Once fine motor skills have been established and children are forming letters correctly with consistency, a handwriting pen can be used. Handwriting pens are introduced from Year 3 when children can write cursively at speed.

#### Recording

In Reception, handwriting will take place using the RWI handwriting materials. Handwriting practice will be completed in handwriting books from Year 1. In Key Stage 1, children will use the short date. In Key Stage 2, children will use the long date.

#### Logins for Teachers

To access all resources, teachers need to login to the website and their year group.

Year 1 login: thebeacon\_1

Year 2 login: thebeacon\_2

Year 3 login: thebeacon\_3

Year 4 login: thebeacon\_4

Year 5 login: thebeacon\_5

Year 6 login: thebeacon-6

#### Impact

Handwriting is a skill which affects written communications across the curriculum. Our aim is that children can write with ease, speed and legibility.

We aim to have children by Year 6 writing in cursive, fluidly and using flowing movements and patterns. This handwriting should be demonstrated across the curriculum, allowing children to apply their energy into the content of their writing as opposed to the formation of the letters themselves.

# Pupil log-in

## PC DESKTOP AND LAPTOP LOG-IN

Log in at [www.letterjoin.co.uk](http://www.letterjoin.co.uk) and use the Desktop log-in option with these details:

Username:

Password:

### PC Browsers:

Letter-join will work on the following browsers on PCs/Macs:

- Google Chrome

- Safari

Do not use Internet Explorer.

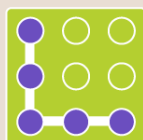
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## IPAD AND TABLET LOG-IN

Go to [www.letterjoin.co.uk](http://www.letterjoin.co.uk) and use the Tablet log-in option with these details:

Username:

Swipe code  
(starting at top left):



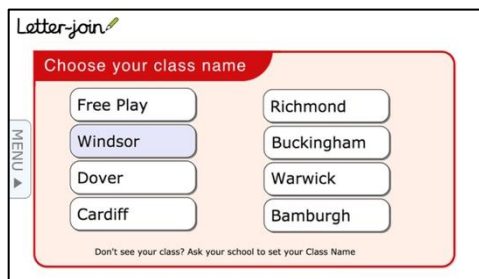
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### Tablet/iPad Browsers:

Letter-join will run on the following tablets:

- iPads running iOS7 and above through the Safari browser.
- Windows 8 tablets (8 inch and bigger) using the built-in browser.
- Android tablets (8 inch and bigger) using Google Chrome.

## Choose a Classroom



The screenshot shows the Letter-join app interface. At the top left is the 'Letter-join' logo. Below it is a red header bar with the text 'Choose your class name'. To the left of the main content area is a vertical 'MENU' button. The main area contains two columns of buttons: 'Free Play', 'Windsor', 'Dover', 'Cardiff' on the left, and 'Richmond', 'Buckingham', 'Warwick', 'Bamburgh' on the right. The 'Windsor' button is highlighted with a blue background. At the bottom of the screen, there is a small text note: 'Don't see your class? Ask your school to set your Class Name'.

Once logged-in, choose your child's classroom and you can use Letter-join's resources and fun activities to reinforce the handwriting we teach at school. You can trace over the letters and words and play the games on your tablet.

We are limited to the number of users who can log in to this account, so please do not share these log-in details.