

St Paul's CE (VC) First School

Coven



Handwriting Policy

March 2026

Comments:	Written by C Woodgate and ratified by the LAC on 24 th June 2026
Signed:	
Reviewed:	

Handwriting Policy

At St Paul's, we use Letter Join's online handwriting resource as the basis of our handwriting policy as it covers all the requirements of the National Curriculum.

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. They must also understand different forms of handwriting used for different purposes.

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 4, the importance of neat presentation and the need for different letter forms (cursive, printed or capital letters) to help communicate meaning clearly.

Expectations

All staff must model the printed or cursive style of handwriting chosen for each year group in all their handwriting, whether on whiteboards, displays or in pupils' books. The following font must be used for each year group:

EYFS: RWI font.

Y1: Letter Join Print Plus (Autumn & Spring Term), Letter Join Air Plus (Summer Term)

Y2: Letter Join Air Plus (Autumn & Spring Term), Letter Join Plus (Summer Term)

Y3: Letter Join Plus

Y4: Letter Join Plus

Examples of each font can be seen below:

Letter-join Print Plus

Letter-join Print Plus has simple exit strokes for letters that end 'on the line'.

bright star

Letter-join Air Plus

Letter-join Air Plus is used when wanting to teach continuous cursive letters that are not joined.

bright star

Letter-join Plus

Letter-join Plus is a continuous cursive font with lead-in and lead-out lines.

bright star

Pupils should experience cohesion and continuity in the teaching and learning of handwriting across all school years and be encouraged to take pride in their work. We want to help pupils enjoy learning and developing their handwriting so they feel a sense of achievement and pride.

At the start of each term, children in Years 1-4 will be asked to copy out the school prayer in their best handwriting (Year 1 may only write the first sentence during Autumn and Spring Term). This will then be laminated and out for children to use at all times. When children have used their best handwriting in a piece of written work, they will receive a “good handwriting” stamp and a Dojo point.

Handwriting Frequency

Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal, systematic handwriting lessons will be carried out at least twice a week to ensure key stage targets are met throughout learning. Staff will follow the appropriate Letter Join Module for their year group. Each child will have their own Handwriting Folder, where Letter Join sheets will be kept. Where necessary to practice letter size, this should be completed in the back of English books.

The targets taken from the 2025 Writing Framework are as follows:

Year 1:

- Sit correctly at a table, holding a pencil comfortably and correctly.
- Begin to form lower-case letters in the correct direction, starting and finishing in the right place.
- Form capital letters.
- Form digits 0-9.
- Understand which letters belong to which handwriting “families” and practice these.

Year 2:

- Form lower case letters of the correct size relative to one another.
- Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
- Use spacing between words that reflects the size of the letters so that later joins do not create extra, confusing shapes.

Year 3 & 4:

In Key Stage 2, the curriculum focuses on increasing the legibility, consistency and quality of pupils’ handwriting, with the aim of increasing the fluency and speed with which they are able to write down what they want to say.

Joined handwriting should not be taught until pupils can form unjoined letters correctly and consistently. Once they can join letters to write words, they should continue to practice handwriting discretely to develop automaticity.

Pens and Pencils

Pupils will first learn to write with chunky crayons, chalk and soft pencils while developing a proper grip before exploring with larger scale drawing and writing to build fine motor skills, then moving to smaller, more precise writing tools.

All children in Years 1-4 will use pencils at all times.

Inclusion

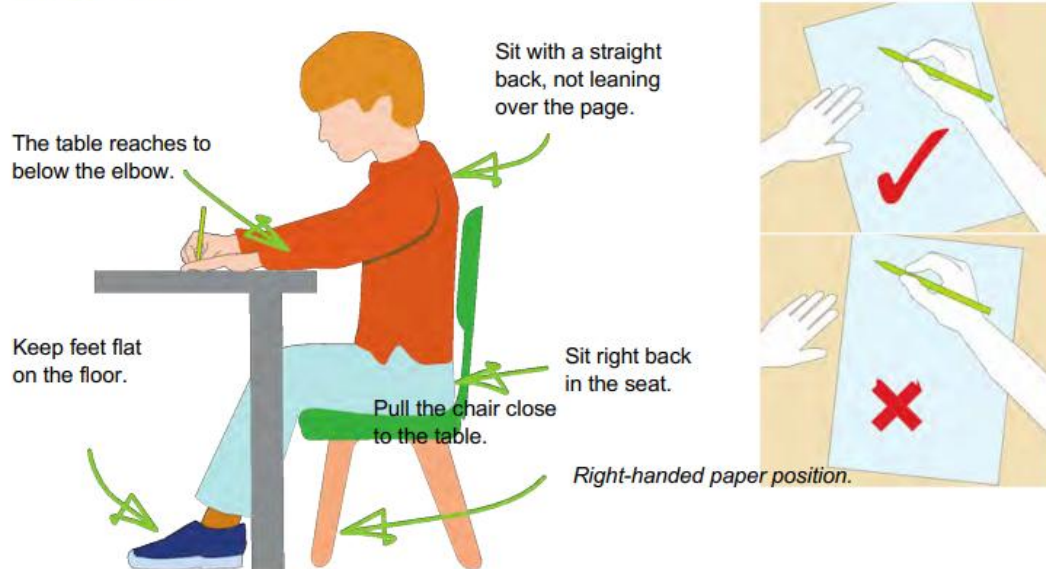
For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and/or with special educational needs, appropriate support will be put in place. This support could include (but is not limited to): pencil grips, regular rest breaks, sloping desk or intervention. Fidgets may also be used to strengthen hand muscles.

Pencil Grip

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

Correct Posture

Sitting position



Presentation

Best handwriting and neat presentation of work should be an expectation in all classrooms at all times. Children should take pride in their work.

At the start of each term, children should copy out the school prayer in their neatest handwriting. This will then be laminated and placed on each child's table when they are working. If the handwriting produced during the lesson is as neat as, or better than, the

example, they will receive a handwriting stamp and 1 Dojo. Any work produced that is not up to standard may need to be restarted.

Books must also have:

- 1 digit per square in Maths.
- Lines drawn using a ruler.
- Underlined date & LO (if applicable).