

Bridgewater Primary School

Bridgewater Street

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BRIDGEWATER
PRIMARY SCHOOL

Handwriting policy

Reviewed November 2025 – Mr A Hargreaves

To be reviewed: November 2026

Teaching and learning

Handwriting will be taught in every year, beginning in the Foundation stage with gross and fine motor activities and basic letter formations. The style, nature and frequency of handwriting lessons will be dependent on the needs of children in individual classes, but should comprise discrete handwriting lessons and those embedded within English and Phonics. KS1 classes are expected to teach handwriting at least four times per week and KS2 classes are expected to teach handwriting at least three times per week. Children take part in dictation linked to their spelling words and handwriting letter formation and joins.

Gross and fine motor skills

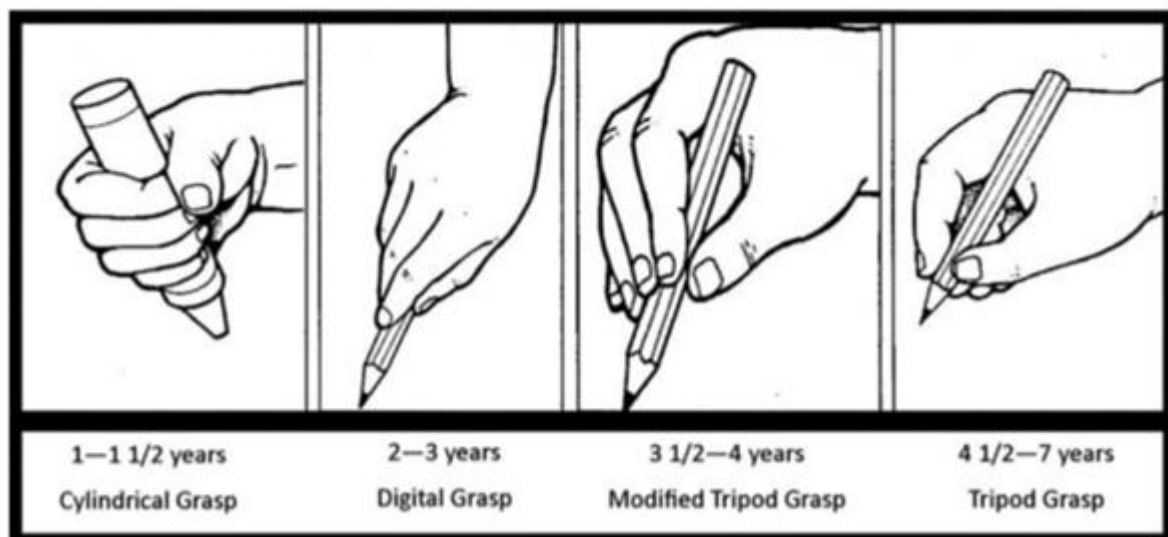
Activities to develop gross and fine motor skills are essential to the development of good handwriting. This is of particular importance in EYFS and early KS1, but may be required as an appropriate intervention in KS2.

Posture

Children should be taught the importance of sitting upright and correctly on their chair, with their feet on the floor and their chair tucked in.

Pencil grip

Children should use a tripod grip and be given constant reminders until this is established. Shaped pencil grips are available in school for children who find them helpful. INSERT A SECTION ABOUT SUPPORTIVE RESOURCES EG PENIL GRIPS/ ELASTIC BANDS ETC



Position of paper

Left handed children should be encouraged to tilt their paper slightly to the right to improve their view of what they are writing, and to reduce smudging later on when they write in ink. Right handed children may find it helpful to tilt paper slightly to the left. Paper should be steadied with the free hand.

Paper

Early writers will make marks on and eventually write on unlined paper, whiteboards or other surfaces so that they are able to write at a size appropriate to their needs. As soon as children are beginning to control the size of their writing, they will be given lined paper or exercise books, to encourage the correct placing of letters on the line. Lines at an interval of 10mm will be standard in Year 1 and 2 and 8mm in KS2, although some children may have different individual needs.

Correct letter formation

Children are taught to form letters correctly, paying attention to the starting point for each letter, the direction of pencil movement, the shape and orientation of the letter, and the relative heights of the body of each letter, and any ascender and descender. Teaching will be multi-sensory and appropriate to the needs of the child. Our policy is to teach un-joined letter shapes that resemble cursive lettering to early writers. Letter formation for cursive writing is available to staff and pupils in appendices 1-5. The teaching of this should be grouped so that children learn or revise similar letter shapes together.

Group 1 letters (diagonal leads):

c a d g q

Group 2 letters (vertical leads):

l i j t b h

k p m n u y

Group 3 letters (horizontal joins):

o v w

Group 4 letters (other):

e f r s x z

Appendix 1:

Aa Bb Cc Dd Ee

Ff Gg Hh Ii Jj Kk

Ll Mm Nn Oo Pp

Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz

Appendix 2: – Diagonal joins to x-height letters

ai ae aj am ar ci ce cu

cy di dr dy de ee ei em

er he hu hi hy ie ir ip

iw iy ke ki kn ky le lm

lu ly me mi mm mu ne

ni nu ny te ti tu ty tt

tw ui ue up

Appendix 3 – Horizontal joins to x-height letter

ni nu

wi wr wy we

ri rr ry re

oi or ow ou oy

Appendix 4 – Diagonal joins to ascenders

ab ah ak al at eb eh ek
el et ib ik il it ch mb th

Appendix 5 – Diagonal joins from descenders to x-height letters









na no wa wo

ra ro rd rg

sa so sd sg







Appendix 6 – Letter formation phrases







Group 1 letters (diagonal leads):





Letter mnemonic- Little Wandle	Cursive letter mnemonic	Formation phrase
	 cat	Start on the line, curl around to the cat's tail and stop. Curl back around its body.
	 astronaut	Start on the line, curl up to the top of the astronaut's helmet and stop! Curl back around the astronaut's helmet and down into space.
	 duck	Start on the line, curl around to the duck's wing, and stop! Curl back around the duck's body, up to its head and down to its feet.
	 goat	Start on the line, curl around to the goat's horn and stop. Curl back around the goat's face and curl under its chin.

		Start on the line, curl around to the queen's crown and stop. Curl back around the queen's face, down her robe and flick at the end.
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Group 2 letters (vertical leads):



Letter mnemonic- Little Wandle	Cursive letter mnemonic	Formation phrase
		Start on the line, up to the top of the lollipop and stop. Back down the lollipop stick and flick at the end.
		Start on the line, up to the top of the lizard's head and stop. Back down the lizard's body and flick to its tail. Dot on the leaf.
		Start on the line, up to the jellyfish's head and stop. Back down the jellyfish's body and curl up its tail. Dot on its head.
		Start on the line, up to the tiger's head and




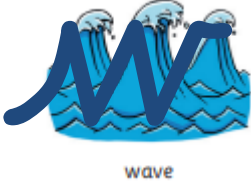
	 tiger	stop. Down the tiger's body and flick on its tail. Across its neck.
	 bear	Start on the line, up to the bear's head and stop. Down the bear's back, up and around its tummy and flick off at its feet.
	 helicopter	Start on the line, up to the propeller and stop. Down, up and over the helicopter.

Letter mnemonic- Little Wandle	Cursive letter mnemonic	Formation phrase
	 kite	Start on the line, up to the top and stop. Back down the kite, up, round down and flick.
	 penguin	Start on the line, up to the penguin's ear and stop. Back down to its tail, up and round the penguin's head and off at its neck.







	 mouse	Start on the line, up to the mouse's ear and stop. Down, up and over. Up and over and flick off its nose.
	 net	Start on the line, up to the handle and stop. Back down, up and over the net and flick at the end.
	 umbrella	Start on the line, up to the umbrella and stop. Down and around the umbrella and back to the ground.
	 yoyo	Start on the line, up to the top of the yoyo and stop. Down and around the yoyo and curl around the string.




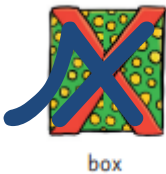


Group 3 letters (horizontal joins):

Letter mnemonic- Little Wandle	Cursive letter mnemonic	Formation phrase
	 octopus	Start on the line, round the octopus's head and stop. Back around its head and flick off at the top.
		Start on the line, up to the top of the volcano

		and stop. Down to the bottom of the volcano and back up to the top and flick off at the top.
		Start on the line, up to the wave and stop. Down and up and down and up the waves, flick off at the top.

Group 4 letters (other):

Letter mnemonic- Little Wandle	Cursive letter mnemonic	Formation phrase
		Start on the line, around the elephant's eye and curl down its trunk.
		Start on the line, up and over the flamingo's head. Back down its body, curl around its leg and off.
		Start on the line, up to the cloud and stop. Down the rainbow, back up and over the rainbow.

		<p>Start on the line, curl around to the snake's head and stop. Down the snake from head to tail and off at the bottom.</p>
		<p>Start on the line, up to the top and stop. Down across the box to the bottom. From the top again, cross the box to the bottom.</p>
		<p>Start on the line, up the zebra's head. Across the top of the zebra's head and zig zag down its neck and along.</p>