



# Handwriting and Presentation



## **Our Aim**

At St Ann's Church of England Primary School, our aim is to establish high standards in handwriting and presentation. It is our belief that untidy handwriting and presentation can detract from the content of work.

In the Foundation Stage and Year 1, emphasis is placed upon correct letter formation and positioning of letters on the line.

In Years 2 and 3, the children consolidate correct formation of letters, and in Handwriting lessons in the Summer Term of Year 2, children are taught to join.

Throughout Key Stage 2, emphasis is placed on correct joining of handwriting, uniformity of size and overall neatness.

## **Getting Ready To Write**

- Sit comfortably with both feet on the floor.
- Sit up straight.
- Make sure you have enough room.
- Have your paper sloped so it is in the right place for writing.
- Ensure your arm and hand are relaxed.
- Make sure you have a sharp pencil or a pen with plenty of ink.
- Hold your pencil or pen lightly in a comfortable way.
- Make sure you can see what you are writing.

## **Handwriting Checklist**

- Is your writing neat?
- Is it sitting on the line?
- Is it easy to read?
- Are all the letters well shaped and clear?
- Are the letters evenly sized?
- Are the letters tall enough?
- Are the letters too tall or too short?
- Are the descenders of any letters too long or too curly?
- Is there enough space between the letters?
- Is there enough space between the words?
- Is there enough space between the lines?
- Does the writing go across the page in straight lines?
- Are all the joins well made?

## Handwriting and Presentation

- Have you put capital letters in the right places?
- Have you dotted the **i** and **j** correctly?
- Have you made cross strikes on **f** and **t** correctly?
- If the writing is sloping, is it sloping slightly to the right?

### The National Curriculum

Pupils should be taught to:

#### 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' (i.e. letters that are formed in similar ways) and to practise these

#### Letter families:

c o d a g q e s f (anti-clockwise curl)  
m r n b p h k (down and retrace)  
l i t j u y (down and off)  
v w x z (zig zag)

#### 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

#### Year 3 and 4

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting, (for example, by ensuring that the downstrokes of letters are parallel and equidistant, and that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch)

## **Year 5 and 6**

Write legibly, fluently and with increasing speed by:

- choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters
- choosing the writing implement that is best suited for a task

## **Foundation Stage and Key Stage 1:**

Pre-cursive Style

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

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

1 2 3 4 5 6 7 8 9 0

## **Key Stage 2**

Cursive Slanted Style

*The quick brown fox jumps  
over the lazy dog.*







