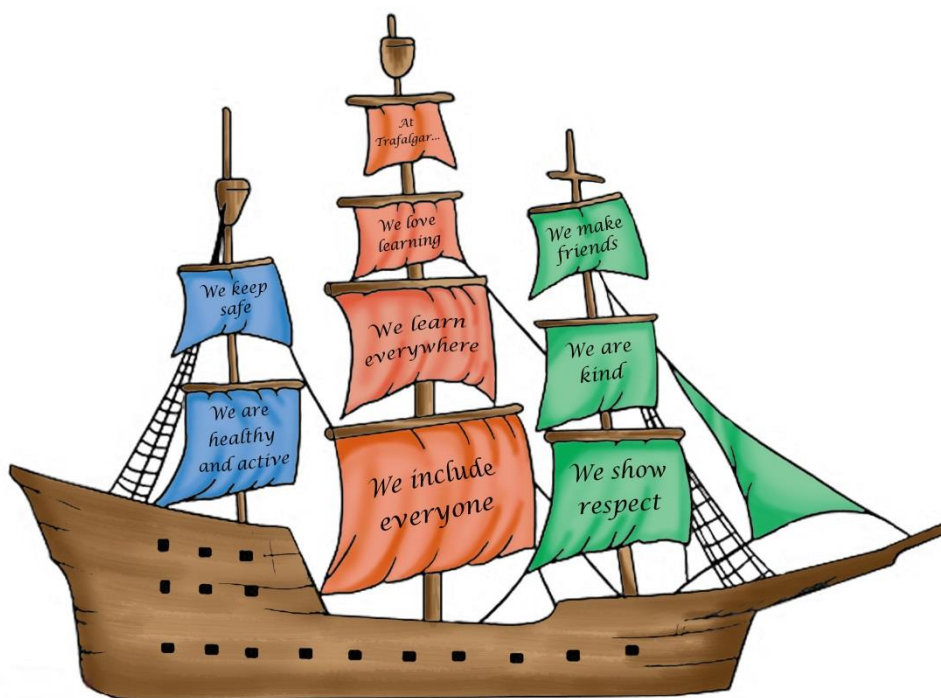


Trafalgar Community Infant School



Policy Document **ENGLISH POLICY** **Writing**

REVIEWED: Summer 2025
TO BE REVIEWED: Summer 2026

Handwriting at Trafalgar

Aims

Here at Trafalgar, we are very proud of our pupils' handwriting. Handwriting is a key skill that influences the quality of work throughout the curriculum and the ease with which children can share their thoughts and ideas.

By the end of Year 2, pupils should be able to:

- know the importance of clear and neat presentation to communicate meaning effectively.
- form lower-case letters in the correct direction, starting and finishing in the right place.
- form lower-case letters of the correct size relative to one another.
- form capital letters and digits of the correct size, orientation, and relationship to one another and to lowercase letters.
- use spacing between words that reflect the size of the letters.
- Join some letters (beginning with digraphs).

Curriculum Expectations for each year group

Reception	Year 1	Year 2
<p>ELG: Fine Motor Skills Children at the expected level of development will:</p> <ul style="list-style-type: none">• Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases. <p>ELG: Writing Children at the expected level of development will:</p> <ul style="list-style-type: none">• Write recognisable letters, most of which are correctly formed.	<p>Pupils should be taught to:</p> <ul style="list-style-type: none">• 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' (ie letters that are formed in similar ways) and to practise these	<p>Pupils should be taught to:</p> <ul style="list-style-type: none">• 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

Consistency throughout the school

All classes will support children to enjoy learning and developing their handwriting, with a sense of achievement and pride.

In all classes at Trafalgar:

- All children are taught using the same Little Wandle patter (see next page). This includes lower case and upper case letter formation and numeral formation.
- Once all graphemes have been taught, handwriting teaching will focus on the different handwriting 'families'
- Teachers model our exemplar handwriting in their modelling and marking.
- Children should not use rubbers to correct work, except when 'publishing'.

For Reception:

- Children will be taught letter formation daily as part of their phonic sessions
- There will be 2x 15-minute whole class fine motor sessions weekly.

- All children will complete an adult-led writing activity weekly, where pencil grip will be modelled and supported and children will write at tables in books or on paper.

For KS1 classes (Year 1, and Year 2):

- All classes will do handwriting for 45 minutes every week. This is taught in 15-minute direct, discreet teaching sessions three times per week.
- Children will practise handwriting in handwriting books and in English books.

All children in year 2 will be taught to join digraphs.

These expectations are linked to the Greenway Academy's handwriting expectations (our linked junior school) - see:

<https://www.greenwayacademy.co.uk/attachments/download.asp?file=5705&type=pdf>















For more information on strategies we use to help children develop their handwriting skills, please see the 'Handwriting Supporting Documents' addendum.















Letter Handwriting Families at Trafalgar













At Trafalgar, we teach the letters in the following groups:

1. **Curly Caterpillar Family** (anticlockwise movements) a, c, d, e, f, g, o, q, s
2. **Long Ladder Family** (mainly down and round movements) i, j, l, t, u, y
3. **One Armed Robot Family** (down, up, and over movements) b, h, k, m, n, p, r
4. **Zig-Zag Monster Family** (diagonal movements) v, w, x, z

Little Wandle Letter Formation Patter (in order of graphemes taught)

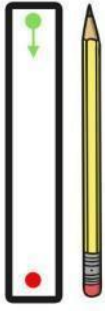
Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 s	 snake	Show your teeth and and let the s hiss out ssssss ssssss	Under the snake's chin, slide down and round its tail.
 a	 astronaut	Open your mouth wide and make the a sound at the back of your mouth a a a	Around the astronaut's helmet and down into space.
 t	 tiger	Open your lips; put the tip of your tongue behind your teeth and press t t t	From the tiger's nose to its tail, then follow the stripe across the tiger.
 p	 penguin	Bring your lips together, push them open and say p p p	Down the penguin's back, up and around its head.
 i	 iguana	Pull your lips back and make the i sound at the back of your mouth i i i	Down the iguana's body, then draw a dot [on the leaf] at the top.
 n	 net	Open your lips a bit, put your tongue behind your teeth and make the nnnnn sound nnnnn	Down the stick, up and over the net.
 m	 mouse	Put your lips together and make the mmmmm sound mmmmm	Down, up and over the mouse's ears, then add a flick on the nose.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 d	 duck	Put your tongue to the top and front of your mouth and make a quick d sound d d d	Round the duck's body, up to its head and down to its feet.
 g	 goat	Give me a big smile that shows your teeth; press the middle of your tongue to the top and back of your mouth; push your tongue down and forward to make the g sound g g g	Round the goat's face, up to his ear; down and curl under his chin.
 o	 octopus	Make your mouth into round shape and say o o o	All around the octopus.
 c	 cat	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say c c c	Curl around the cat.
 k	 kite	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say k k k	Down the kite, up and across, back and down to the corner.
 ck	 sock	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say ck ck ck	c Curl round the heel of the sock. k Down the sock, up and across, back and down and to the corner. Catchphrase: Rock that sock!
 e	 elephant	Open your mouth wide and say e e e	Around the elephant's eye and down its trunk.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 u	 umbrella	Open your mouth wide and say u u u	Down and around the umbrella, stop at the top and down to the bottom and flick.
 r	 rainbow	Show me your teeth to make a rrrrr sound rrrrr rrrrr	From the cloud to the ground, up the arch and over the rainbow.
 h	 helicopter	Open your mouth and breathe out sharply h h h	Down, up and over the helicopter
 b	 bear	Put your lips together and say b as you open them b b b	Down bear's back, up and round his big tummy.
 f	 flamingo	Open your lips a little; put your teeth on your bottom lip and push the air out to make the sound fffff fffff	Down the flamingo's neck, all the way to its foot, then across its wings.
 l	 lollipop	Open your mouth a little; put your tongue up to the top of your mouth, behind your teeth, and press lllll lllll	All the way down the lollipop.

Letter	Capital letter formation phrase
A	From the top, diagonally down to the left, up to the top, diagonally down to the right. Lift up and across.
B	From the top, down, back to the top. Round to the middle, round to the bottom.
C	From the top, curl around to the left to sit on the line.
D	From the top, down, back to the top. Curve right, down to the bottom.
E	From the top, down, back to the top. Across, back. Lift up and across the middle. Lift up and across the bottom line.
F	From the top, down, back to the top. Across, back. Lift up and across the middle.
G	From the top, curl around to the line, carry on up, then straight down. Lift up and across.
H	From the top and down. Space. From the top and down. Lift up and join the lines across the middle.
I	From the top to the bottom and stop.
J	From the top, all the way down, then short curl to the left.
K	From the top, down, up to the middle. Diagonally up, back and diagonally down to the line.
L	From the top, down and across the line.
M	From the top, down, back to the top. Diagonally down, diagonally up. Straight down to the line.
N	From the top, down, back to the top. Diagonally down, then straight up to the top.
O	From the top – all around the o.
P	From the top, down then back up. Curve right to halfway down.
Q	From the top – all around the o. Lift off. Short line diagonally down.
R	From the top, down, then back up. Curve right to halfway down. Diagonally down to the line.
S	From the top, under the snake's chin, slide down and round its tail.
T	From the top, down and stop. Lift up and from the left, make a line across the top.
U	From the top, down and curve right, then straight up to the top.
V	From the top diagonally right to the bottom, then diagonally up to the top.
W	From the top diagonally right to the bottom, diagonally up to the top, diagonally down to the line, then diagonally up again.
X	From the top, diagonally right to the bottom. Space. Start at the top, then diagonally left to the bottom.
Y	From the top diagonally right to the middle. Space. From the top diagonally left to the middle. Straight down to the bottom.
Z	From the top go across, diagonally down to the left and across the bottom.

Numeral formation and patter



one

Straight line down and then
you're done! 1 is fun.



two

Half a heart will never do,
Slide to the right, make a 2.



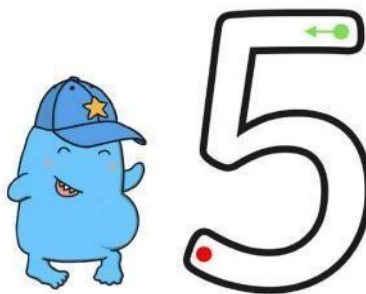
three

Around the tree, around the tree,
That's the way to make a 3.



four

Down and across, down some more,
That's the way to make a 4.



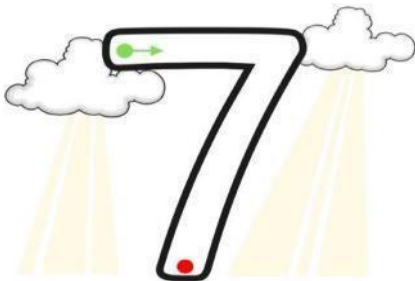
five

Make a hat, make his back.
Make five's tummy round and fat.



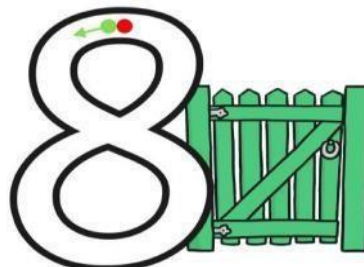
six

Make a 'C' then in you go,
Now you've made a 6, you know.



seven

Across the sky, down from heaven,
Now you've made a 7.



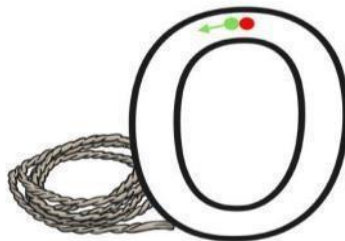
eight

Make an 's', then shut the gate,
That's the way to make an 8.



nine

Circle and line,
That's the way to make a 9!



zero

Make a loop, just like so,
Now you've made a 0.