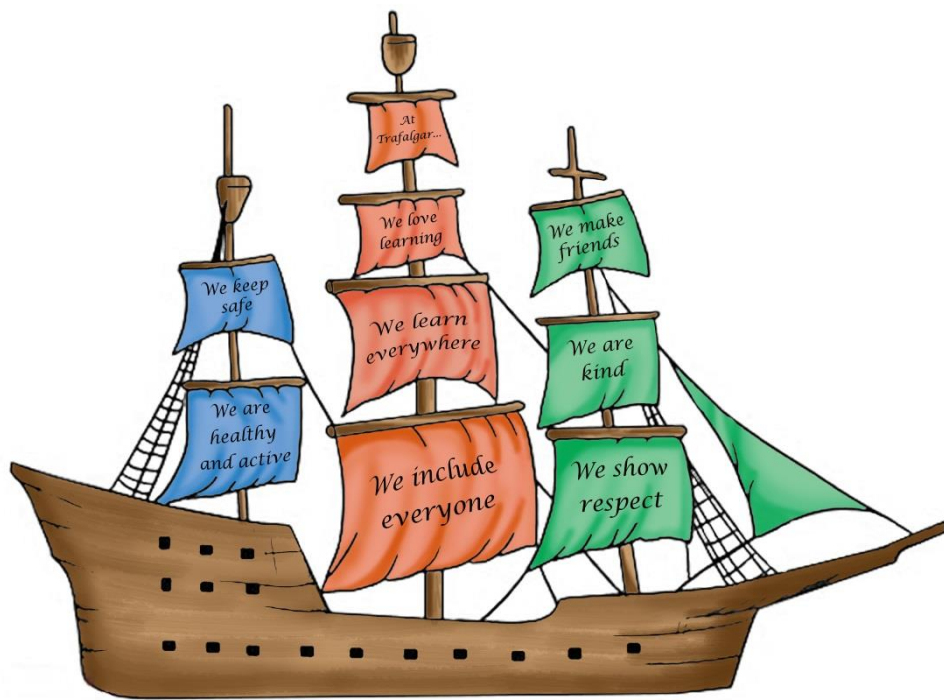


# Trafalgar Community Infant School



## Policy Document

### WRITING POLICY

REVIEWED: Spring 2023

TO BE REVIEWED: Spring 2024

## *Handwriting at Trafalgar*

### *Aims*

*Here at Trafalgar, we are very proud of our pupils' handwriting. Handwriting is a basic skill that influences the quality of work throughout the curriculum.*

- By the end of Year 2, pupils should be able to: -*
- know the importance of a 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 lower-case letters.*
- use spacing between words that reflects the size of the letters.*

### *Consistency throughout the school*






















*Our aim is to help pupils enjoy learning and developing their handwriting, with a sense of achievement and pride. Pupils should be encouraged to take pride in the presentation of their work.*















*Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years.*













*At Trafalgar, we have the following expectations for classes (Reception, Year 1, and Year 2):*


















- All classes do handwriting for 40 minutes every week. This is taught in direct, discreet teaching sessions and also in phonic sessions.*
- Children's writing should be in pencil.*
- Children should not use rubbers, erasers, or liquid paper to correct work.*
- All children in the school are taught using the same 'patter' (see next page), which is clearly displayed in every classroom. This includes lower case and upper-case letter formation and numeral formation.*
- Teachers model our exemplar handwriting in their modelling and marking. Once pupils are secure in their handwriting formation, pupils will be encouraged to start joining letters.*
- Children use pupil polishing pens for editing work.*

Little Wandle handwriting patter used at Trafalgar Community Infant School

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 	 snake	Show your teeth and and let the <b>s</b> hiss out <b>sssss sssss</b>	Under the snake's chin, slide down and round its tail.
 	 astronaut	Open your mouth wide and make the <b>a</b> sound at the back of your mouth <b>aaa</b>	Around the astronaut's helmet and down into space.
 	 tiger	Open your lips; put the tip of your tongue behind your teeth and press <b>ttt</b>	From the tiger's nose to its tail, then follow the stripe across the tiger.
 	 penguin	Bring your lips together, push them open and say <b>ppp</b>	Down the penguin's back, up and around its head.
 	 iguana	Pull your lips back and make the <b>i</b> sound at the back of your mouth <b>iii</b>	Down the iguana's body, then draw a dot (on the leaf) at the top.
 	 net	Open your lips a bit, put your tongue behind your teeth and make the <b>nnnnn</b> sound <b>nnnnn</b>	Down the stick, up and over the net.
 	 mouse	Put your lips together and make the <b>mmmmm</b> sound <b>mmmmm</b>	Down, up and over the mouse's ears, then add a flick on the nose.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 <span style="font-size: 2em; vertical-align: middle;">d</span>	 duck	Put your tongue to the top and front of your mouth and make a quick <b>d</b> sound <b>d d d</b>	Round the duck's body, up to its head and down to its feet.
 <span style="font-size: 2em; vertical-align: middle;">g</span>	 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 <b>g</b> sound <b>g g g</b>	Round the goat's face, up to his ear; down and curl under his chin.
 <span style="font-size: 2em; vertical-align: middle;">o</span>	 octopus	Make your mouth into round shape and say <b>o o o</b>	All around the octopus.
 <span style="font-size: 2em; vertical-align: middle;">c</span>	 cat	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say <b>c c c</b>	Curl around the cat.
 <span style="font-size: 2em; vertical-align: middle;">k</span>	 kite	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say <b>k k k</b>	Down the kite, up and across, back and down to the corner.
 <span style="font-size: 2em; vertical-align: middle;">ck</span>	 sock	Open your mouth into a little smile; make your tongue flat and move it up towards the top of your mouth to say <b>c c c</b>	c Curl round the heel of the sock. k Down the sock, up and across, back and down and to the corner.  <b>Catchphrase:</b> Rock that sock!
 <span style="font-size: 2em; vertical-align: middle;">e</span>	 elephant	Open your mouth wide and say <b>e e e</b>	Around the elephant's eye and down its trunk.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 <span data-bbox="472 309 555 398">u</span>	 <p data-bbox="655 421 722 439">umbrella</p>	<p data-bbox="783 257 1034 304">Open your mouth wide and say <b>u u u</b></p>	<p data-bbox="1082 257 1337 327">Down and around the umbrella, stop at the top and down to the bottom and flick</p>
 <span data-bbox="483 517 536 607">r</span>	 <p data-bbox="655 616 722 633">rainbow</p>	<p data-bbox="783 470 1034 517">Show me your teeth to make a <b>rrrrr</b> sound <b>rrrrr rrrrr</b></p>	<p data-bbox="1082 470 1337 517">From the cloud to the ground, up the arch and over the rainbow.</p>
 <span data-bbox="472 689 555 819">h</span>	 <p data-bbox="651 842 722 860">helicopter</p>	<p data-bbox="783 683 1054 730">Open your mouth and breathe out sharply <b>h h h</b></p>	<p data-bbox="1082 683 1342 701">Down, up and over the helicopter</p>
 <span data-bbox="472 898 555 1032">b</span>	 <p data-bbox="671 1059 707 1077">bear</p>	<p data-bbox="783 891 1062 938">Put your lips together and say <b>b</b> as you open them <b>b b b</b></p>	<p data-bbox="1082 891 1337 938">Down bear's back, up and round his big tummy.</p>
 <span data-bbox="464 1122 547 1308">f</span>	 <p data-bbox="655 1301 722 1319">flamingo</p>	<p data-bbox="783 1104 1054 1196">Open your lips a little; put your teeth on your bottom lip and push the air out to make the sound <b>ffff</b> <b>ffff</b></p>	<p data-bbox="1082 1104 1342 1173">Down the flamingo's neck, all the way to its foot, then across its wings.</p>
 <span data-bbox="491 1368 536 1503">l</span>	 <p data-bbox="663 1507 722 1525">lollipop</p>	<p data-bbox="783 1339 1054 1435">Open your mouth a little; put your tongue up to the top of your mouth, behind your teeth, and press <b>lllll</b> <b>lllll</b></p>	<p data-bbox="1082 1339 1318 1357">All the way down the lollipop.</p>

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
 	 <p>jellyfish</p>	<p>Pucker your lips and show your teeth use your tongue as you say <b>J J J</b></p>	<p>All the way down the jellyfish. Dot on its head.</p>
 	 <p>volcano</p>	<p>Put your teeth against your bottom lip and make a buzzing <b>vvvvv vvvvv</b></p>	<p>Down to the bottom of the volcano and back up to the top.</p>
 	 <p>wave</p>	<p>Pucker your lips and keep them small as you say <b>w w w w</b></p>	<p>From the top of the wave to the bottom, up the wave, down the wave, then up again.</p>
 	 <p>box</p>	<p>Mouth open, then push the <b>cs/x</b> sound through as you close your mouth <b>cs cs cs (x x x)</b></p>	<p>Start at the top, then across to the bottom of the box. Start at the top, then across to the bottom of the box.</p>
 	 <p>yo-yo</p>	<p>Smile, tongue to the top of your mouth, say <b>y</b> without opening your mouth <b>yyy</b></p>	<p>Down and round the yo-yo, then follow the string round.</p>
 	 <p>zebra</p>	<p>Show me your teeth and buzz the <b>z</b> sound <b>zzzzz zzzzz</b></p>	<p>Zip across, zag down and across the zebra.</p>