



SGSM Whole School Handwriting Short Term Plan



Year group	Autumn	Spring	Summer
EYFS	<p><u>Early Learning Goals</u></p> <p><u>Fine motor skills</u> Hold a pencil effectively in preparation for fluent writing, using the tripod grip in almost all cases.</p> <p><u>Writing</u> Write recognisable letters, most of which are correctly formed.</p> <p><u>Birth to 3</u></p> <p><u>Fine Motor Skills</u> I am developing manipulation and control</p> <p><u>Writing</u> I make marks on my picture to stand for their name.</p> <p><u>3 & 4 year olds</u></p> <p><u>Fine Motor Skills</u> I use a comfortable grip with good control when holding pens and pencils. I show a preference for a dominant hand.</p> <p><u>Writing</u> I write some letters accurately. I can write some or all of my name.</p> <p><u>Reception</u></p> <p><u>Fine Motor Skills</u> I am developing my small motor skills so that I can use a range of tools competently and confidently, such as pencils for drawing and writing. I am developing the foundations of a handwriting style which is fast, accurate and efficient.</p> <p><u>Writing</u> I can form lower-case and capital letters correctly.</p> <p><u>***Development is achieved across the years through a range of activities within the EYFS setting. These include pencil control, letter formation, use of phonics lessons, cutting, threading and building activities to develop hand-eye co-ordination, dough disco and digit dance. These enable children to develop muscle use and understanding of movement and direction. Activities are inspired by ReadWriteInc letter formation rhymes and activity suggestions provided in Penpals for Writing, F1 and F2.</u></p>		
Y1	<p><u>Penpals for Handwriting Set 1, Term 1</u></p> <ol style="list-style-type: none"> 1. Practising long-legged giraffe letters. 2. Writing words with ll 3. Introducing capitals for long-legged giraffe letters. 4. Practising one-armed robot letters. 	<p><u>Penpals for Handwriting Set 1, Term 2</u></p> <ol style="list-style-type: none"> 11. Practising long-legged giraffe letters, one-armed robot letters and curly caterpillar letters. 12. Practising zig-zag monster letters. 13. Writing words with double zz. 14. Mixing all of the letter families. 	<p><u>Penpals for Handwriting Set 1, Term 3</u></p> <ol style="list-style-type: none"> 21. Numbers 10-20. 22. Practising ch unjoined. <p><u>From this point, only children with concrete letter formation to join when prompted in Penpals. Otherwise, continue to print.</u></p> <ol style="list-style-type: none"> 23. Introducing diagonal join to ascender: ch. 24. Practising ai unjoined.

	<ol style="list-style-type: none"> 5. Practising long-legged giraffe letters and one-armed robot letters. 6. Introducing capitals for one-armed robot letters. 7. Practising curly caterpillar letters 8. Writing words with double ff 9. Writing words with double ss. 10. Introducing capitals for curly caterpillar letters. 	<ol style="list-style-type: none"> 15. Practising all of the capital letters. 16. Practising all of the numbers 0-9. 17. Writing words with ck and qu. 18. Practising long vowel phonemes: ai, igh, oo. 19. Practising vowels with adjacent consonants: ee, oa, oo. 20. End of term check. 	<ol style="list-style-type: none"> 25. Introducing diagonal join, no ascender: ai 26. Practising wh unjoined. 27. Introducing horizontal join to ascender: wh. 28. Practising ow unjoined. 29. Introducing horizontal join, no ascender: ow. 30. Assessment.
Y2	<p><u>Penpals for Handwriting Set 2, Term 1</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families in print- long-legged giraffes and one-armed robots. 2. Stand Alone- Letter families in print- curly caterpillar and zig zag monster 3. Practising diagonal join to ascender: ch, th. 4. Practising diagonal join, no ascender: ai, ay. 5. Practising diagonal join, no ascender: ir, er. 6. Practising horizontal join to ascender: wh, oh. 7. Practising horizontal join, no ascender: ow, ou. 8. Introducing diagonal join to e: ie, ue. 9. Introducing horizontal join to e: oe, ve. 10. Introducing ee. 11. Practising diagonal join, no ascender: le. 12. Writing numbers 1-100. 	<p><u>Penpals for Handwriting Set 2, Term 2</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- explore joining individual letters to themselves. 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- explore joining individual letters to themselves. 3. Introducing diagonal join to anticlockwise letters: ea. 4. Practising diagonal join to anticlockwise letters: igh. 5. Practising diagonal join to anticlockwise letters: dg, ng. 6. Introducing horizontal join to anticlockwise letters: oo, oa. 7. Practising horizontal join to anticlockwise letters: wa, wo. 8. Introducing mixed joins for three letters: air, ear. 9. Practising mixed joins for three letters: oor, our. 10. Practising mixed joins for three letters: ing. 11. Size and spacing. 12. End of term check. 	<p><u>Penpals for Handwriting Set 2, Term 3</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- explore joining individual letters to themselves. 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- explore joining individual letters to themselves. 3. Building on diagonal join to ascender: ck, al, el, at, il, ill. 4. Building on diagonal join, no ascender: ui, ey, aw, ur, an, ip. 5. Building on horizontal join to ascender: ok, ot, ob, ol. 6. Building on horizontal join, no ascender: oi, oy, on, op, ov. 7. Building on diagonal join to anticlockwise letters: ed, cc, eg, ic, ad, ug, dd, ag. 8. Building on horizontal join to anticlockwise letters: oc, og, od, va, vo. 9. Introducing joins to s: as, es, is, os, ws, ns, ds, ls, ts, ks. 10. Practising joining ed and ing. 11. Assessment. 12. Capitals.

Y3	<p><u>Penpals for Handwriting Set 3, Term 1</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining individual letters to themselves. 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining individual letters to themselves. 3. Practising joining through a word in stages: no ascenders or descenders. 4. Practising joining through a word in stages: parallel ascenders. 5. Introducing joining from s to ascender: sh, sl, st, sk. 6. Introducing joining from s, no ascender: sw, si, se, sm, sn, sp, su. 7. Introducing joining from s to an anticlockwise letter: sa, sc, sd, sg, so, sq. 8. Introducing joining from r to an ascender: rb, rh, rk, rl, rt. 9. Introducing joining from r, no ascender: ri, ru, rn, rp. 10. Introducing joining from r to an anticlockwise letter: ra, rd, rg, ro. 11. Introducing joining from r to e: are, ere, ure, ore, ire. 12. Introducing break letters: <u>ONLY q, x AND z. Others- teach looping.</u> 	<p><u>Penpals for Handwriting Set 3, Term 2</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining together within the family. 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining together within the family. 3. Introducing joining to f: if, ef, af, of. 4. Introducing joining from f to an ascender: fl, ft. <p><u>Teach with loop</u></p> <ol style="list-style-type: none"> 5. Introducing joining from f, no ascender: fe, fi, fu, fr, fy. <u>Teach with loop</u> 6. Introducing joining from f to an anticlockwise letter: fo, fa. <u>Teach with loop</u> 7. Introducing ff. <u>Teach with loop</u> 8. Introducing rr. 9. Introducing ss. 10. Introducing qu. <u>Removing q from list of break letters</u> 11. Revising parallel ascenders and descenders. 12. End of term check. 	<p><u>Penpals for Handwriting Set 3, Term 3</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining mixed letters together. 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining mixed letters together. 3. Revising joins: letter spacing. 4. Revising joins: spacing between words. 5. Revising joins: consistency of size. 6. Revising joins: fluency. 7. Revising joins: parallel ascenders. 8. Revising joins: parallel ascenders and descenders. 9. Revising horizontal join from r to an anticlockwise letter: rs. 10. Revising break letters. <u>ONLY x AND z.</u> 11. Assessment. 12. Revising capital letters.
Y4	<p><u>Penpals for Handwriting Set 4, Term 1</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining individual letters to themselves. 	<p><u>Penpals for Handwriting Set 4, Term 2</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining together within the family. 	<p><u>Penpals for Handwriting Set 4, Term 3</u></p> <ol style="list-style-type: none"> 1. Stand Alone-Letter families- long-legged giraffes and one-armed robots- joining mixed letters together.

	<ol style="list-style-type: none"> 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining individual letters to themselves. 3. Introducing diagonal join from p and b to ascender: ph, pl, bl. 4. Introducing diagonal join from p and b, no ascender: bu, bi, be, pu, pi, pe. 5. Introducing diagonal join from p and b to an anticlockwise letter: pa, po, ps, ba, bo, bs. 6. Revising parallel ascenders and descenders: bb, pp. 7. Break letters: <u>ONLY x AND z.</u> 8. Spacing in common exception words. 9. Consistent size of letters. 10. Relative size of capitals. 11. Speed and fluency. 12. End of term check. 	<ol style="list-style-type: none"> 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining together within the family. 3. Revising parallel ascenders. 4. Revising parallel ascenders and break letters <u>ONLY x AND z.</u> 5. Relative size of letters. 6. Proportion of letters. 7. Spacing between letters. 8. Spacing between words. 9. Writing at speed. 10. Improving fluency. 11. Speed and fluency. 12. End of term check. 	<ol style="list-style-type: none"> 2. Stand Alone- Letter families- curly caterpillar and zig zag monster- joining mixed letters together. 3. Consistency of size. 4. Proportion. 5. Spacing between letters and words. 6. Size, proportion and spacing. 7. Fluency: writing longer words. 8. Speed and fluency. 9. Revising break letters <u>ONLY x AND z.</u> 10. Assessment. 11. Capital Letters.
Y5	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 5, Term 1 NOT SLOPING</u>	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 5, Term 2 NOT SLOPING</u>	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 5, Term 3 NOT SLOPING</u>
Y6	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 6, Term 1 NOT SLOPING</u>	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 6, Term 2 NOT SLOPING</u>	<u>All handwriting taught explicitly through spelling and SPAG sessions. For individuals who still need extra support, refer back to previous Penpals and use Set 6, Term 2 NOT SLOPING</u>
Y7	Write accurately, fluently, effectively and at length for pleasure and information.		