

## OUR AIM

At Parish Church of England Primary School, our aim is to establish high standards in handwriting and presentation. We believe that a confident cursive handwriting style can help children with their spellings and also can add to the overall impact of a piece of writing.

In the Foundation Stage and Year 1 emphasis is placed upon correct letter formation and positioning of letters on the line. In the Summer of Reception for some and Y1 for others, the children are introduced to the cursive style of joined handwriting. By the end of Y2, children are expected to use the cursive style of letters but may not be joining at this stage. Throughout Key Stage 2, emphasis is placed on developing the joined style further. By the end of Year 6 pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly.

## 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

## CHECKLIST

- ✓ Is the 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?
- ✓ 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?

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 Guide to Handwriting and Presentation



**Parish Church of  
England Primary School**