

Handwriting and Presentation Strand

Pupils should learn how to:

Year 1

- Sit correctly at a table, holding a pencil comfortably and correctly
- Form 'long ladder' lower case letters correctly (i, j, l, t, u (v and w if with rounded bases))
- Form the equivalent upper case letters correctly (I, J, L, T, U)
- Form 'one-armed robot' lower case letters correctly (b, h, k, m, n, p, r)
- Form the equivalent upper case letters correctly (B, H, K, M, N, P, R)
- Form the digits 2, 3 and 5 correctly
- Form 'curly caterpillar' lower case letters correctly (c, a, d, e, g, o, q, f, s)
- Form the equivalent upper case letters correctly (C, A, D, E, G, O, Q, F, S)
- Form the digits 0, 6, 8 and 9 correctly
- Form 'zigzag' lower case letters correctly (v, w, x, y, z)
- Form the equivalent upper case letters correctly (V, W, X, Y, Z)
- Form the digits 1, 4, and 7 correctly

Year 2

- Form lower case letters of the correct size relative to one another
- Write capital letters and digits of the correct size
- Know which letters not to join
- Use diagonal and horizontal strokes to join letters together
- Ensure spacing between words is appropriately sized
- Type accurately

Year 3

- Write with joined handwriting consistently
- Make the move from pencil to pen in their handwriting
- Write with joined handwriting in pen consistently
- Build keyboard skills to type, edit and redraft
- Develop fluency in typing

Year 4

- Improve the quality of handwriting by tackling any issues consistently
- Write consistently with neat, legible and joined handwriting
- Develop fluency in typing
- Present on-screen texts which will appeal to the reader
- Present on-screen texts which consistently appeal to the reader

Year 5

- Begin to adapt handwriting to specific purposes e.g. printing, use of italics
- Increase the speed of handwriting without losing legibility
- Use features of layout, presentation and organisation effectively in written and on-screen media

- Combine written text and illustration to enhance the words and their meaning
- Combine written text, illustration, moving image and sound appropriately to enhance the words and their meaning

Year 6

- Develop a neat, personal, handwriting style
- Consistently use a neat, personal handwriting style
- Choose the writing implement that is appropriate to the task
- Use an appropriate and cohesive style in work produced using on-screen media
- Present work produced using on-screen media stylishly and cohesively