



Handwriting, Spelling and Pen Policy

Rationale

Handwriting and Spelling are key aspects of the writing curriculum and make a significant contribution to the development of children as writers.

Aims

By adopting a consistent approach to handwriting and spelling we aim for the children to develop confidence and accuracy across the curriculum. In doing so we aim to:

- Develop and teach the children to use a range of effective spelling strategies.
- Encourage creativity and the use of more ambitious vocabulary in their writing.
- Enable children to write independently.
- Encourage children to identify patterns in words and spellings.
- Promote a positive and confident attitude towards spelling and handwriting.
- Help children to use a dictionary and thesauri to spell more ambitious vocabulary.
- Help children recognise that spelling is a lifelong skill.
- Provide equal opportunities for all pupils to achieve success in spelling and handwriting.

Handwriting

Handwriting is taught through discrete lessons using the program Letter-Join from EYFS to Year 6. In EYFS and KS1 handwriting is also taught through Read Write Inc phonics sessions.

- In the foundation stage, children are taught to sit in the correct position, hold a pencil effectively, use the language needed to describe pencil movements, understand that letters are written on a base line and understand the different letter shapes.
- In EYFS and KS1, children are taught handwriting through Read Write Inc phonics sessions. Children learn letter rhymes to support letter formation.
- In Key Stage 1, children are taught to write legibly using upper and lower case letters, to leave the correct space between words, when to use capital letters and to form printed letters.
- During Key Stage 2, pupils are taught to improve the quality, speed and stamina of their handwriting, ensuring letter size and word spacing is consistent.

Strategies for spelling

Spelling is taught through the RWI spelling scheme from Year 2 to Year 6.

In EYFS and KS1 spelling is taught through Read Write Inc phonics sessions.

In each year group, children will be taught specific spelling rules which they will build on and use throughout the scheme.

In EYFS and KS1, children are taught how to spell through the Read Write Inc phonics lessons. Children learn sounds and then learn how to use these sounds to spell words. Children use the strategy 'Fred Fingers' to support their spelling.





Children's spelling is developed in KS1 when children learn digraphs and trigraphs (special friends). Children then go on to learn how to choose the appropriate sound spelling for each word. Children use the complex speed sound chart to choose the correct sound.

In KS2, Spelling is taught through a range of strategies including fun activities and games to embed the spelling rules and list taught for that year group. These strategies include Battleships, The Spelling Web, Scrabble, Memory Challenge, Spelling Search and Crosswords.

Children in KS2 also have access to the complex speed sound chart to support spelling.

Key Stage Spelling Lists

The 2014 National Curriculum identifies spelling lists that every child in each Key Stage of primary school needs to know by the end of that Key Stage. It is expected that by the end of Key Stage 1 children know the example words for year 1 and 2, as well as including almost all exception words which are used frequently in pupils' writing.

The word lists for Years 3 and 4 and Years 5 and 6 are statutory. These lists include a mixture of those words children use in their writing as well as those that are often misspelt. Some of these words are quite challenging but the 100 words in each list can easily be taught over the four years of Key Stage 2 alongside other words teachers find appropriate, particularly those relating to humanities and sciences.

Writing Implements

At Abbey Hey, we want our children to present their written work that suits the quality of the words it contains. As part of this we will introduce pens as a writing tool in Key Stage 2. Not only will this allow them to present their work neatly but will prepare them for moving onto high school.

In years 3 and 4, children will use pens to publish their writing.

In year 5, children will be given the choice to use a pen in all subjects except mathematics.

In year 6, pens will be used by all pupils in all subjects except mathematics.

School will provide a range of different types of pens to allow pupils to find the type that suits them, allowing them to present their work in the best possible way.

Reviewed by: E Westerman September 2025

Next Review: September 2026

