

## St Thomas More School-Pen Licences

The end of Key Stage 2 requirements are that the children's writing is legible and fluent. This is a limiting judgement on their writing, regardless of how creatively the child writes or their extensive use of interesting vocabulary and full range of punctuation. If handwriting falls below the standard, then they cannot be deemed 'secondary ready' and they will have to be assessed as working towards the year group expectations.

The quality of handwriting at Key Stage 2 has become even more important than in previous years. Most of our children are able to write neatly, with even sized letters and in a cursive style. However, children do not always maintain this high standard across all their writing.

We must react to this change in the curriculum by:

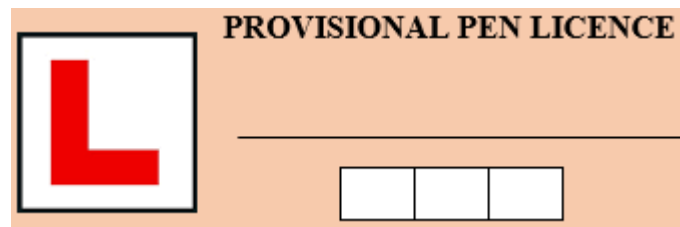
- Ensuring that all year groups are using the Nelson handwriting scheme and practising their handwriting at least weekly and more often where possible.
- Having high expectations of neatness and fluency of handwriting across all books
- Insisting that the children rewrite work that falls far below their best
- Rewarding the children with pens if their writing remains neat
- Insisting that children revert to pencil (sharpened) if the quality of their writing drops

In January, exemplar materials will be produced by the DfE on the standard expected. They will be shared with you and the children once they have been published.

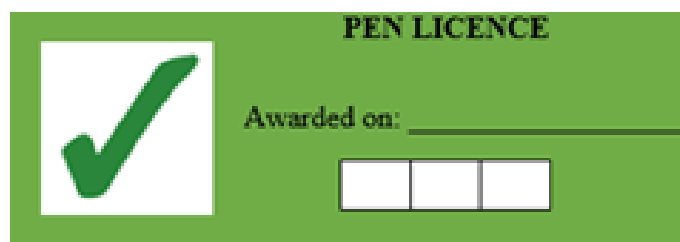
### Pen Licences

We will be using a Pen Licence across Years 3 to 6 to help maintain a high standard. Each English book will have a sticker given by the class teacher.

The children with a provisional licence sticker (usually from Year 3) should have a tick each time they produce a piece of writing that reaches the required standard of presentation. Once they have three pieces of work ticked, they get a green pen licence sticker. However, if any writing falls below the standard expected and a cross needs to be placed, a Provisional Licence sticker is put on top and they start again.



If a child already writes in pen, then they will have a green pen licence sticker, which should be dated. If the child produces any work (across other subjects too) where letter formation and quality drops, then an X is placed on the sticker. When they have their third X, a Provisional Licence sticker is put on top of the old and the child will be warned that unless three further pieces of work are at the required standard they will have to revert to pencil.



## 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