

Subject: Writing Transcription – Handwriting and Presentation Progression Plan

EYFS						
Transcription	To show good control and coordination in large and small movements. To move confidently in a range of ways, safely negotiating space. To handle equipment and tools effectively, including pencils for writing.					
Handwriting and Presentation	To begin to form letters, starting and finishing in the right place when ready. To write simple sentences which can be read by themselves and others.					
	Key Stage 1		Lower Key Stage 2		Upper Key Stage 2	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Transcription	To write from memory simple sentences dictated by the teacher that include words using the GPCs and common exception words taught so far.	To write from memory simple sentences dictated by the teacher that include words using the GPCs, common exception words and punctuation taught so far.	To write from memory simple sentences, dictated by the teacher, that include words and punctuation taught so far.	To write from memory simple sentences, dictated by the teacher, that include words and punctuation taught so far.	To increase the speed of handwriting so that problems with forming letters do not get in the way of writing down what they want to say.	To increase the speed of handwriting so that problems with forming letters do not get in the way of writing down what they want to say.
Handwriting and Presentation	To sit correctly at a table, holding a pencil comfortably and correctly. To begin to form lower-case letters in the correct direction, starting and finishing in the right place. To form capital letters. To form digits 0-9. To begin to use spaces between words. To understand which letters belong to which handwriting 'families' and to practise these.	To form lowercase letters of the correct size relative to one another. To start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined. To write capital letters and digits of the correct size, orientation and relationship to one another and to	To use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined. To increase the legibility, consistency and quality of their handwriting (pen licences can be earned from Y3). To always start at the margin and leave a line between paragraphs.	To use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined. To increase the legibility, consistency and quality of their handwriting. To confidently use diagonal and horizontal joining strokes throughout their	To choose which shape of a letter to use when given choices and deciding whether or not to join specific letters. To choose the writing implement that is best suited for a task. To be clear about what standard of handwriting is appropriate for a particular task, e.g. quick notes or a final handwritten version. To confidently use diagonal and horizontal	To write legibly, fluently and with increasing speed by: -choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters; - choosing the writing implement that is best suited for a task. To recognise when to use an unjoined style (e.g. for labelling a diagram or data, writing an email address or for algebra)

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		lowercase letters. To use spacing between words that reflects the size of the letters. To write full date and underline on each piece of work.		independent writing to increase fluency.	joining strokes throughout their independent writing in a legible, fluent and speedy way.	and capital letters (e.g. for filling in a form). To choose which shape of a letter to use when given choices and deciding whether or not to join specific letters.
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SEE BELOW FOR PENPALS COPE AND SEQUENCE DOCUMENT

	EYFS
	<p><u>Ongoing over the year</u></p> <ul style="list-style-type: none"> ➤ Hand and finger strength ➤ Seating position ➤ Pencil grip ➤ Tracing ➤ Patterns ➤ Number formation 0 to 9 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>Term 1</p> <ol style="list-style-type: none"> 1 Dots 2 Straight lines and crosses 3 Circles 4 Waves 5 Loops and bridges 6 Joined straight lines 7 Angled patterns 8 Eights 9 Spirals 10 Left-to-right orientation 11 Mix of patterns 12 Review of patterns </div> <div style="width: 30%;"> <p>Term 2</p> <ul style="list-style-type: none"> ● 13 Introducing long-legged giraffe letters: l 14 Practising long-legged giraffe letters: l, i 15 Practising long-legged giraffe letters: u, t 16 Practising long-legged giraffe letters: j, y 17 Practising all the long-legged giraffe letters: l, i, t, u, j, y ● 18 Introducing one-armed robot letters: r 19 Practising one-armed robot letters: b, n 20 Practising one-armed robot letters: h, m 21 Practising one-armed robot letters: k, p 22 Practising all the one-armed robot letters: r, b, n, h, m, k, p </div> <div style="width: 30%;"> <p>Term 3</p> <ul style="list-style-type: none"> ● 25 Introducing curly caterpillar letters: c 26 Practising curly caterpillar letters: a, d 27 Practising curly caterpillar letters: o, s 28 Practising curly caterpillar letters: g, q 29 Practising curly caterpillar letters: e, f 30 Practising all the curly caterpillar letters: c, a, d, o, s, g, q, e, f 31 Practising all the curly caterpillar, long-legged giraffe and one-armed robot letters ● 32 Introducing zig-zag monster letters: z 33 Practising zig-zag monster letters: v, w, x 34 Practising all the zig-zag monster letters: z, v, w, x 35 Practising all the curly caterpillar and zig-zag monster letters 36 Reviewing all the curly caterpillar and zig-zag monster letters </div> </div>

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Key Stage 1		
	Year 1	Year 2
	<p>Term 1</p> <ol style="list-style-type: none"> 1 Practising long-legged giraffe letters 2 Writing words with <i>ll</i> ● 3 Introducing capitals for long-legged giraffe letters 4 Practising one-armed robot letters 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 <i>ff</i> 9 Writing words with double <i>ss</i> ● 10 Introducing capitals for curly caterpillar letters <p>Term 2</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 <i>zz</i> 14 Mixing all the letter families 15 Practising all the capital letters 16 Practising all the numbers 0-9 17 Writing words with <i>ck</i> and <i>qu</i> 18 Practising long vowel phonemes: <i>ai, igh, oo</i> 19 Practising vowels with adjacent consonants: <i>ee, oa, oo</i> 20 End-of-term check <p>Term 3</p> <ol style="list-style-type: none"> 21 Numbers 10-20: spacing 22 Practising <i>ch</i> unjoined ● 23 Introducing diagonal join to ascender: <i>ch</i> 24 Practising <i>ai</i> unjoined ● 25 Introducing diagonal join, no ascender: <i>ai</i> 26 Practising <i>wh</i> unjoined ● 27 Introducing horizontal join to ascender: <i>wh</i> 28 Practising <i>ow</i> unjoined ● 29 Introducing horizontal join, no ascender: <i>ow</i> 30 Assessment 	<p>Term 1</p> <ol style="list-style-type: none"> 1 Practising diagonal join to ascender: <i>th, ch</i> 2 Practising diagonal join, no ascender: <i>ai, ay</i> 3 Practising diagonal join, no ascender: <i>ir, er</i> 4 Practising horizontal join to ascender: <i>wh, oh</i> 5 Practising horizontal join, no ascender: <i>ow, ou</i> ● 6 Introducing diagonal join to e: <i>ie, ue</i> ● 7 Introducing horizontal join to e: <i>oe, ve</i> ● 8 Introducing <i>ee</i> 9 Practising diagonal join, no ascender: <i>le</i> 10 Writing numbers 1-100 <p>Term 2</p> <ol style="list-style-type: none"> ● 11 Introducing diagonal join to anticlockwise letters: <i>ea</i> 12 Practising diagonal join to anticlockwise letters: <i>igh</i> 13 Practising diagonal join to anticlockwise letters: <i>dg, ng</i> ● 14 Introducing horizontal join to anticlockwise letters: <i>oo, oa</i> 15 Practising horizontal join to anticlockwise letters: <i>wa, wo</i> ● 16 Introducing mixed joins for three letters: <i>air, ear</i> 17 Practising mixed joins for three letters: <i>oor, our</i> 18 Practising mixed joins for three letters: <i>ing</i> 19 Size and spacing 20 End-of-term check <p>Term 3</p> <ol style="list-style-type: none"> 21 Building on diagonal join to ascender: <i>ck, al, el, at, il, ill</i> 22 Building on diagonal join, no ascender: <i>ui, ey, aw, ur, an, ip</i> 23 Building on horizontal join to ascender: <i>ok, ot, ob, ol</i> 24 Building on horizontal join, no ascender: <i>oi, oy, on, op, ov</i> 25 Building on diagonal join to anticlockwise letters: <i>ed, cc, eg, ic, ad, ug, dd, ag</i> 26 Building on horizontal join to anticlockwise letters: <i>oc, og, od, va, vo</i> ● 27 Introducing joins to s: <i>as, es, is, os, ws, ns, ds, ls, ts, ks</i> 28 Practising joining <i>ed</i> and <i>ing</i> 29 Assessment 30 Capitals

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Lower Key Stage 2		
	Year 3	Year 4
	<p>Term 1</p> <ol style="list-style-type: none"> 1 Practising joining through a word in stages: no ascenders or descenders 2 Practising joining through a word in stages: parallel ascenders ● 3 Introducing joining from s to ascender: <i>sh, sl, st, sk</i> ● 4 Introducing joining from s, no ascender: <i>sw, si, se, sm, sn, sp, su</i> ● 5 Introducing joining from s to an anticlockwise letter: <i>sa, sc, sd, sg, so, sq</i> ● 6 Introducing joining from r to an ascender: <i>rb, rh, rk, rl, rt</i> ● 7 Introducing joining from r, no ascender: <i>ri, ru, m, rp</i> ● 8 Introducing joining from r to an anticlockwise letter: <i>ra, rd, rg, ro</i> ● 9 Introducing joining from r to e: <i>are, ere, ure, ore, ire</i> ● 10 Introducing break letters: <i>g, j, y, f, b, p, x, z</i> <p>Term 2</p> <ol style="list-style-type: none"> ● 11 Introducing joining to f: <i>if, ef, af, of</i> ● 12 Introducing joining from f to an ascender: <i>fl, ft</i> ● 13 Introducing joining from f, no ascender: <i>fe, fi, fu, fr, fy</i> ● 14 Introducing joining from f to an anticlockwise letter: <i>fo, fa</i> ● 15 Introducing <i>ff</i> ● 16 Introducing <i>rr</i> ● 17 Introducing <i>ss</i> ● 18 Introducing <i>qu</i> 19 Revising parallel ascenders and descenders 20 End-of-term check <p>Term 3</p> <ol style="list-style-type: none"> 21 Revising joins: letter spacing 22 Revising joins: spacing between words 23 Revising joins: consistency of size 24 Revising joins: fluency 25 Revising joins: parallel ascenders 26 Revising joins: parallel ascenders and descenders 27 Revising horizontal join from r to an anticlockwise letter: <i>rs</i> 28 Revising break letters 29 Assessment 30 Revising capital letters 	<p>Term 1</p> <ol style="list-style-type: none"> ● 1 Introducing diagonal join from p and b to ascender: <i>ph, pl, bl</i> ● 2 Introducing diagonal join from p and b, no ascender: <i>bu, bi, be, pu, pi, pe</i> ● 3 Introducing diagonal join from p and b to an anticlockwise letter: <i>pa, po, ps, ba, bo, bs</i> 4 Revising parallel ascenders and descenders: <i>bb, pp</i> 5 Break letters: <i>x, z</i> 6 Spacing in common exception words 7 Consistent size of letters 8 Relative size of capitals 9 Speed and fluency 10 End-of-term check <p>Term 2</p> <ol style="list-style-type: none"> 11 Revising parallel ascenders 12 Revising parallel ascenders and break letters 13 Relative sizes of letters 14 Proportion of letters 15 Spacing between letters 16 Spacing between words 17 Writing at speed 18 Improving fluency 19 Speed and fluency 20 End-of-term check <p>Term 3</p> <ol style="list-style-type: none"> 21 Consistency of size 22 Proportion 23 Spacing between letters and words 24 Size, proportion and spacing 25 Fluency: writing longer words 26 Speed and fluency 27 Revising break letters 28 Print alphabet: presentation 29 Assessment 30 Capital letters: presentation

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Upper Key Stage 2		
	Year 5	Year 6
	<p>Term 1</p> <ul style="list-style-type: none"> 1 Introducing sloped writing in letter families 2 Practising sloped writing: diagonal join to ascender: <i>th, sh, nb, nd, ht, st</i> 3 Practising sloped writing: diagonal join, no ascender: <i>ai, ay, kn, er, ie, en</i> 4 Practising sloped writing: diagonal join to an anticlockwise letter: <i>ac, sc, bo, da, ea, ho</i> 5 Practising sloped writing: horizontal join to ascender: <i>wh, wd, oh, ol, of, ob</i> 6 Practising sloped writing: horizontal join, no ascender: <i>oi, oy, ou, op, ve</i> 7 Practising sloped writing: horizontal join to an anticlockwise letter: <i>oo, oa, wa, wo, va, vo</i> 8 Practising sloped writing: joining from r: <i>ra, re, ri, ro, ru</i> 9 Practising sloped writing: joining from s: <i>sh, su, sc, sl, su, sp</i> 10 End-of-term check <p>Term 2</p> <ul style="list-style-type: none"> 11 Practising sloped writing: proportion – joining from f to ascender: <i>fl, ft</i> 12 Practising sloped writing: size – joining from f, no ascender: <i>fa, fe, fi, fo, fu</i> 13 Different styles for different purposes: writing a paragraph 14 Practising sloped writing: speed: <i>ff</i> 15 Practising sloped writing: speed and legibility: <i>rr</i> 16 Practising sloped writing: size, proportion and spacing: <i>ss</i> 17 Practising sloped writing: building speed: <i>qu</i> 18 Different styles for different purposes: decorative alphabets 19 Different styles for different purposes 20 End-of-term check <p>Term 3</p> <ul style="list-style-type: none"> 21 Sloped writing: proportion, joining p and b to ascenders: <i>ph, pl, bl</i> 22 Handwriting for different purposes: joining from p and b, no ascender: <i>bu, bi, pe, pu, pi, pr</i> 23 Practising sloped writing: parallel downstrokes: <i>pp, bb</i> 24 Practising sloped writing: all double letters 25 Practising sloped writing for speed: <i>tial, cial</i> 26 Practising sloped writing for fluency 27 Personal style 28 Handwriting for different purposes: print alphabet 29 Assessment 30 Capitals 	<p>Term 1</p> <ul style="list-style-type: none"> 1 Style for speed: crossbar join from t: <i>th, ti, tr, ta, tt</i> 2 Style for speed: looping from g: <i>gl, gi, gr, ga, gg</i> 3 Style for speed: looping from j and y: <i>je, jo, ye, yr, yo</i> 4 Style for speed: looping from f 5 Style for speed: different joins to s 6 Style for speed: looping from b 7 Style for speed: joining from v, w, x and z 8 Handwriting for different purposes: abbreviations 9 Spacing between words 10 End-of-term check <p>Term 2</p> <ul style="list-style-type: none"> 11 Improving handwriting: the importance of consistent sizing 12 Improving handwriting: the importance of proportion 13 Improving handwriting: the importance of spacing 14 Improving handwriting: the importance of consistent sizing of parallel ascenders and descenders 15 Improving handwriting: the importance of closed and open letters 16 Improving handwriting: pen breaks in longer words 17 Handwriting for different purposes: annotations 18 Handwriting for different purposes 19 Choice of handwriting tools 20 End-of-term check <p>Term 3</p> <ul style="list-style-type: none"> 21 Handwriting for different purposes: fast-joined and print letters 22 Handwriting for different purposes: note making 23 Handwriting for different purposes: neat writing 24 Handwriting for different purposes: print letters for personal details 25 Different styles of writing 26 Handwriting for different purposes: presentation 27 Handwriting for different purposes: decorated capitals 28 Handwriting for different purposes: layout 29 Assessment 30 Handwriting for different purposes: handwriting patterns



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