



Fairway
Primary
School

Handwriting & Presentation Policy

Member of staff responsible:	Alison White/Ali Eyre
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To be reviewed:	Every 3 years
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PURPOSE

When communicating ideas in writing, it is important that children use a handwriting style which is neat and legible. The importance of handwriting should not be under-estimated. It is vital that children can write quickly, comfortably and legibly as it is a skill needed in many curriculum areas. Children's self-esteem is also heightened when they are able to take pride in their handwriting.

AIMS

- To develop a joined, confident handwriting style that is clear, legible, fluent and consistent throughout Year 2 and Key Stage 2.
- To instil a positive attitude towards handwriting.
- To present work in a neat and orderly fashion appropriate to the task.

PROVISION

Handwriting and expected standards of presentation should be taught as a whole class activity. Handwriting should be taught in each year group however the time needed will differ.

At Fairway the expectation is:

All classes should set out high expectations for handwriting and presentation at the start of each term.

Nursery – 10 minute daily input to develop gross and fine motor skills alongside continuous provision to reinforce teaching.

Reception – 10 minute input alongside each groups phonics apply session alongside continuous provision to reinforce teaching.

Year 1 and 2 - 10 minute daily input alongside continuous provision to reinforce teaching.

Key stage 2 – 10 minute input three times per week.

The lesson structure should be:

- Brief warm-up exercises led by teacher. Children to check the three 'P's
- (paper, pen grip, posture). See Appendix 1 for warm-up ideas or warm up videos are available online.
- Watch the input video for letter formation or join. Teacher models by drawing the letter in the air, on the table and then on screen.
- Teacher circulates and intervenes to secure understanding and progress.

The teacher should act as a model when writing on the board or marking work, using a fluent joined style where appropriate.

A model of the agreed handwriting style (Nelson) should be displayed in all classrooms. In addition, posters around the school environment should also model expectations for handwriting and presentation.

THE NELSON HANDWRITING SCHEME

At Fairway Primary School, we use the Nelson Handwriting Scheme to help children develop their handwriting. Children must be taught individual letters first so that they see them as individual units before learning to join. Letter formation as per the scheme, and the Sassoon Primary Infant font, is used at Fairway.

Please refer to Appendices 2 - 5 the 'Ready Reference Guide' which illustrates the letter forms, the letter families and the joining groups.

PHYSICAL ENVIRONMENT

The Three 'P's:

- paper
- pen grip
- posture

Attention to posture and seating arrangements is important. To this end, all teachers need to ensure the following are in place:

- Paper or books should be slanted at 11 o'clock for right-handed children or 1 o'clock for left-handed children.
- Chair and table should be at a comfortable height (height of the chair should be such that the thighs are horizontal and feet flat on the floor).
- Table should support the forearm so that it rests lightly on the surface and is parallel to the floor.
- Teacher should remind children of BBC – Bottom Back in Chair
- Left-handed pupils should sit on the left of their partners.

Children who display specific difficulties with handwriting will have these addressed through such interventions as slanted writing boards, rubber pencil grips, using alternative writing media etc

PEN GRIP

A comfortable pencil grip is taught in Reception and consistently applied throughout the school. The tripod grip should be developed consisting of thumb and forefinger gripping the pencil with the middle finger supporting it. Other writing grips may be applied for children who may struggle with this grip. Writing grip triangles may be attached to the pencil if children find this comfortable and an aid to their natural pencil grip. The focus is for a comfortable recognised grip which maintains legible handwriting. Left-handed children are encouraged to position their fingers about 1.5 centimetres from the end of the writing implement to avoid smudging their work.

PRESENTATION

It is very important to ensure consistency towards presentation of work across the curriculum and the school. Staff should focus on the guidelines found in Appendix 6.

APPENDIX 1 – HANDWRITING WARM UP IDEAS

I Don't Know!

Shrug shoulders up, down, forwards and backwards, as if you were saying 'I don't know!'

Crocodile Jaws

Raise your arms in the air with one above the other. Then snap your hands together like a crocodile snapping its jaw. Take turns having the left and right arm above each other for this activity.

Air Traffic Controller

Start with your elbows bent and your hands in a fist in front of each shoulder. Then straighten your elbows, moving one arm out from the body and the other arm to the side of your body. Alternate arms back and forth.

Butterfly

Begin with your arms straightened in front of your body. Link your thumbs together to make an "X" and turn your hands facing out. Using the shoulders to move, make small circles with the hands, moving from left to right (remember to do this movement from the shoulders, not the fingers or hand).

SHOULDER, HAND AND FINGER WARMUPS FOR HANDWRITING



Finger Push-Ups

Place the tips of your fingers together and straighten the fingers while pushing the finger tips against each other.

Piano

Drum your fingers on the table or desk as if playing the piano. Make sure each finger touches the desk. You can also work on fast vs. slow movements with this. "How slowly can you play the piano?" "How fast can you play the piano?" "Can you use both hands together to play the piano?" (works on bilateral coordination skills).

Baton Twirling

Get your pencils out and start to twirl them in the air like a baton, spinning them both horizontally and vertically in the air. This combines some shoulder and finger exercises together.

Imaginary Gloves

Pull on your "gloves" by applying firm pressure to the fingers and back of each hand. This provides proprioceptive and tactile feedback and prepares the muscles for movement.

APPENDIX 2 – THE LETTER FORMS

The lower-case alphabet for Starter Level:

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

The lower-case alphabet for Books 1 to 6:

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 letter slant of 8° from the vertical to the right is introduced in Pupil Book 3:

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

The lower-case print alphabet:

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

The capital letters and numerals:

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

1 2 3 4 5 6 7 8 9 0

These are the same throughout the scheme.

APPENDIX 3 -THE LETTER & JOINING GROUPS

Joining groups

The joining groups divide the letters according to how they will join to other letters.

Group 1

a c d e h i k l m n s t u

Thirteen letters with exit flicks plus s.

Group 2

a c d e g i j m n o p q r s u v w x y

Nineteen letters which start at the top of the x-height.

Letter families

In year one, *Nelson Handwriting* groups the letters into sets based on handwriting families. These are letters that are formed in similar ways.

Set 1

c a o d g q s f e

Set 2

i l t u j y

Set 3

r n m h k b p

Set 4

v w x z

Joining groups

The joining groups divide the letters according to how they will join to other letters.

Group 1

a c d e h i k l m n s t u

Thirteen letters with exit flicks plus s.

Group 2

a c d e g i j m n o p q r s u v w x y

Nineteen letters which start at the top of the x-height.

Group 3

b f h k l t

Six letters which start at the top of the ascender.

Group 4

f o r v w

Five letters which finish at the top of the x-height.

The break letters

b g j p q x y z

Eight letters after which no join is made. Joins are not made to or from the letter z.

The joins

	Group	→	Group	
The first join	1	→	2	in am
The second join	1	→	3	ab ch
The third join	4	→	2	oa wo
The fourth join	4	→	3	wh ob
The break letters				bigger

The joined style

The quick brown fox jumps over the lazy dog

Letter size

Book	x-height of letter (mm)
Starter Workbook A	10
Starter Workbooks B & C	8
Book 1A and 1B	6
Book 2	5
Book 3	4
Book 4	4
Book 5	3
Book 6	3

Guidelines are provided in the Resources and Assessment Books and printable versions are available online.

APPENDIX 4 – THE LANGUAGE OF LETTER FORMATION

Techniques for teaching letter formation

- Provide demonstrations when introducing and teaching letter shapes. The *Nelson Handwriting* online teaching software is useful for this; you can also use whiteboards or flipcharts.
- Observe individuals as much as possible while they practise. This enables the teacher to recognise and correct bad habits as they arise.
- Talk the children through the process using appropriate language.
- Encourage children to verbalise what they are doing from time to time. This gives a window into the thought processes they are using as they write.
- Writing involves visual and motor skills. Use the following ideas to reinforce the teaching of letter shapes:
 - Encourage children to form letters by drawing them in the air.
 - Finger trace over tactile letters, on desk or table tops.
 - Write over dotted or 'shadow' writing.
 - Draw round templates.
 - Write in sand with a finger or stick.
 - Write with chalk on a chalkboard.
 - Write letters boldly with a wax candle and then apply a colour wash.
 - Form letters with pegs on a pegboard or with beads in Plasticine.
 - Finger trace the outline of a letter on the back of the person in front of you.
 - Form letters with fingers and/or bodies, individually and in groups.
- Draw attention to the connection between letters and the related writing patterns. Encouraging children to use the basic handwriting patterns both for practice and for decorative purposes is a valuable technique for fostering fluency and rhythmic movement.

THE LANGUAGE OF LETTER FORMATION

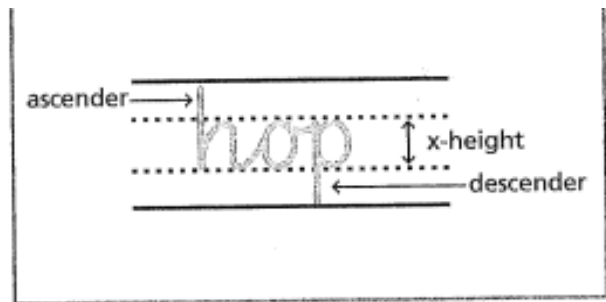
It is helpful if all staff and parents use a clear, consistent set of instructions for describing the correct letter formation. Some schools will have developed their own set of instructions and will feel comfortable using. A suggested set of instructions is given below. These instructions are used on the teaching software for Starter Level and Book 1A and 1B, and on the flashcards.

Letter/number	Audio
0	Start at the top and go round.
1	Start at the top and go down.
2	Start at the top, curve round and down, and across.
3	Start at the top. Go round, and round.
4	Start at the top. Go down, across, lift your pencil and go down.
5	Start at the top. Go down, and round. Lift your pencil up to the top, and across.
6	Start at the top right. Curve down, up, and in till you touch.
7	Start at the top, across, and diagonally down.
8	Start at the top, go round, and curve back the other way, and up, cross, and up till you touch.
9	Start near the top. Go round, up and down.
a	Start at the top. Go all the way round, up to the top, down and flick.
A	Down, lift, down, lift and across.
b	Start at the top. Go straight down, back up, and all the way round.
B	Down, lift, and round till you stop, and round till you stop.
c	Start at the top, and go round.
C	Round.
d	Start at the middle. Go all the way round, all the way up to the top, straight down, and flick.
D	Down, lift, and round.

e	Start near the bottom. Go up, around, and down.
E	Down, and across, lift, across at the top, lift, across in the middle.
f (print)	Start at the top. Go round, and straight down. Lift your pencil, and cross the 'f' in the middle.
F	Down, lift, across at the top, lift, across in the middle.
f (cursive)	Start at the top. Go round, straight down, and round. Lift your pencil, and cross the 'f' in the middle.
g	Start at the top. Go all the way round, up to the top, straight down, and round.
G	Round, up, and down.
h	Start at the top. Go straight down, up and over, down, and flick.
H	Down, lift, down, lift and across in the middle.
i	Start at the top. Go straight down, and flick. Lift your pencil and put a dot at the top.
I	Down.
j	Start at the top. Go straight down, and round. Lift your pencil and put a dot at the top.
J	Down, and round.
k (print)	Start at the top, and go straight down. Lift your pencil and place it next to the middle. Go into the middle, out from the middle, and flick.
K	Down, lift, out from the middle up, lift, out from the middle down.
k (cursive)	Start at the top. Go straight down, back up, over and round, down and flick.
l	Start at the top. Go straight down, and flick.
L	Down, and across.
m	Start at the top. Go down, up and over, down, up and over, down, and flick.
M	Down, lift, down and across, up and across, and down.
n	Start at the top. Go down, up and over, down and flick.
N	Down, lift, down and across, and up.
o	Start at the top, and go all the way round.
O	Round.
p	Start at the top. Go straight down, up to the top, and all the way round.
P	Down, lift, and round till you stop.
q	Start at the top. Go all the way round, up to the top, straight down, and flick.
Q	All the way round, lift, and down.
r	Start at the top. Go straight down, back up and over, and flick.
R	Down, lift, and round till you stop, out from the middle, and down.
s	Start at the top. Go round, down, and back round.
S	Round, and back round.
t	Start at the top. Go straight down, and round. Lift your pencil, and cross the 't'.
T	Down, lift, and across.
u	Start at the top. Go down, round, back up to the top, down, and flick.
U	Down, round, and up.
v	Start at the top. Go down, and back up to the top.
V	Down, and up.
w	Start at the top. Go down, back up to the top, down, and back up to the top.
W	Down, up, down, and up.
x	Start at the top. Go down to the bottom. Lift your pencil to the top, and down across the other way.
X	Down and across, lift, down and across.
y	Start at the top. Go down and round, back up to the top, then straight down, and round.
Y	Down and across, lift, and all the way down and across.
z	Start at the top. Go straight across, diagonally to the bottom, and across.
Z	Straight across, down and across, and straight across.

APPENDIX 5 -THE JOINS

Joins between letters increase the speed, rhythm and ease of writing without reducing legibility. In *Nelson Handwriting*, the 26 lower case letters have been divided into five joining groups (which are not the same as the letter sets/families), according to the nature of the joins they require. There are four types of join and a set of 'break' letters after which joins are never made. (See pages 8–9 for details of the joining groups and letter sets.) The joins are taught in Pupil Book 1B and practice is provided in all subsequent books.



Joining

Joining letters is introduced midway through year one, and/or once children can confidently form and write letters correctly. This helps with spelling, as research tells us that seeing words as a whole, rather than a series of isolated letters, helps us memorise and spell words correctly. Joined writing also helps pupils write more, increasing the speed of writing and fluency. *Nelson Handwriting* teaches the four joins at the same time as teaching the letter sets/families.

The first join

The join from any member of joining group 1 to any member of joining group 2 is made with exactly the same movement as a diagonal join from one letter to the start of the next.

in

Teaching the first handwriting join is linked to the letter sets/families:

- When the first diagonal join is introduced, from the bottom of a small letter to the top of the next, we teach the diagonal join to Set 1 letters first, e.g. *ed, eg, ac, as*.
- This is followed by the diagonal join to Set 2 letters e.g. *iu, ig, iy*.
- Then diagonal joins to Set 3 letters e.g. *ar, an, am, ap*.
- Finally the diagonal join to Set 4 letters e.g. *aw, ew, ex, ux*.

The second join

The join from any member of joining group 1 to any member of joining group 3 is the same as the first join except that the join meets the ascender halfway up the letter and then continues to the top of the ascender.

il

Teaching the second handwriting join is linked to letter families too:

- The second join, a diagonal join from the bottom of a small letter to the top of an ascender, is taught using Set 1 letters first, then Set 2, 3 and 4.
- For example to Set 1 letters *if, ef, uf*; to Set 2 letters *il, it*; Set 3 letters *ck, ch*.

The third join

The join from any member of joining group 4 to any member of joining group 2 is a horizontal curve because the join is from the x-height of one letter to the x-height of the next.

og

Teaching the third join, the horizontal join from the top of one letter, across and to the top of the next, is also taught using letter families:

- The third join to Set 1 letters e.g. *wā, wō, fū*; to Set 3 letters *on, om*; Set 4 letters *ow*.

The fourth join

The join from any member of joining group 4 to any member of joining group 3 is the same as the first join except that it goes from the x-height of one letter to the top of the ascender of the next.

ob

The fourth join is the join from the top of a small letter to the top of an ascender.

- To Set 1 letters e.g. of, ff; to set 2 e.g. w^l, r^l; Set 3 e.g. ob, oh, ok.

The break letters

Joins are never made after the letters in this group. No join is ever made to or from the letter z. A small space should be left after each break letter so that it is spaced as evenly as the joined letters.

The letters e and s have slightly varying forms because their shapes depend on the nature of the preceding join. Attention is drawn to these special cases in Pupil Books 1A, 1B and 2.

As the size of writing decreases, children should be encouraged to decrease the space between words. By the time children are using Pupil Book 1A this space should be the width of a lower case letter a, and the space between two lines of writing should be about twice the height of this letter.

Teaching the joined style

- In the early stages the correct movements are more important than the appearance of the writing. Children should be discouraged from forming writing with incorrect movements, even if they manage to achieve results that appear satisfactory. However, in later stages a more individual style based around *Nelson Handwriting* is encouraged.
- As joined handwriting is a movement skill, it is essential for teachers to provide demonstrations. The *Nelson Handwriting* online teaching software is useful for this; you can also use whiteboards or flipcharts.
- Observe individuals as much as possible while they practise. This enables the teacher to recognise and correct bad habits as they arise.
- Talk the children through the process, using appropriate language.
- Encourage children to verbalise what they are doing from time to time. This gives a window into the thought processes they are using as they write.
- Most children will need extra practice with making the joins. The Pupil Books and Resources and Assessment books provide ample material for this.
- Encouraging children to use the basic handwriting patterns both for practice and for decorative purposes is a valuable technique.



Fairway Presentation Guide

I will stick in the Learning Objective/ Success Criteria sheet at the start of the lesson. This will have the date written on the left hand side (short date for maths and long date for English).

I will use a capital letter for days of the week and months of the year and spell these words correctly.

I will not leave blank pages in my book.

I will write on the lines in my book and next to the margin.

I will use a pencil in my maths book.

I can use a handwriting pen in my English books when my teacher tells me I can.

If I make a mistake, I will put one neat line through it.
whent_____

I will stick in sheets straight with no edges hanging out the side of my book. I will not stick in folded sheets.

I will use a ruler to draw charts/tables and label diagrams.

I will keep my book clean and tidy. I will not scribble/doodle in my book.