**Handwriting and Presentation Strand**

**Pupils should learn how to:**

**Reception**

* Develop strong gross and fine motor control
* Use the tripod grip
* Use a pencil with control
* **Begin to form numbers correctly (contributes to EXS KS1)**
* **Begin to form lower case letters correctly (contributes to WTS KS1)**
* **Begin to form upper case letters correctly (contributes to EXS KS1)**

**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
* **Form lower case letters in the correct direction, starting and finishing in the right place (WTS KS1)**

**Year 2**

* **Form lower case letters of the correct size relative to one another (WTS KS1)**
* **Write upper letters and digits of the correct size, orientation and relationship to other letters and digits (EXS KS1)**
* **Write legibly (WTS KS2)**
* **Use diagonal and horizontal strokes to join letters together (GD KS1)**
* Know which letters not to join
* **Ensure spacing between words is appropriately sized (EXS KS1)**
* 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 with some appeal to the reader
* Present on-screen texts which consistently appeal to the reader

**Year 5**

* Adapt handwriting to specific purposes e.g. printing, use of italics
* **Maintain legibility in joined handwriting when writing at speed (EXS KS2)**
* 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