### Penpals for Handwriting: Scope and sequence

<table>
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<th>Foundation 1/3–5 years</th>
<th>Year 1/Primary 2</th>
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<td>Term 1</td>
<td>Term 1</td>
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<tr>
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<td>Letter formation practice: long ladder family</td>
<td>How to join in a word: high frequency words</td>
</tr>
<tr>
<td>Large movements</td>
<td>Letter formation practice: one-armed robot family</td>
<td>Introducing the break letters: j, g, x, y, z, b, f, p, q, r, s</td>
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<tr>
<td>Responding to music</td>
<td>Letter formation practice: curly caterpillar family</td>
<td>Practising diagonal join to ascender in words: eel, eet</td>
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<tr>
<td><strong>DEVELOPING FINE MOTOR SKILLS</strong></td>
<td>Letter formation practice: zig-zag monster family</td>
<td>Practising diagonal join, no ascender, in words: a-e</td>
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<tr>
<td>Hand and finger play</td>
<td>Practising the vowels: i</td>
<td>Practising diagonal join, no ascender, to an anticlockwise letter in words: iced, ideon</td>
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<tr>
<td>Making and modelling</td>
<td>Practising the vowels: u</td>
<td>Practising horizontal join, no ascender, in words: ow, su</td>
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<tr>
<td>Links to art</td>
<td>Practising the vowels: o</td>
<td>Practising horizontal join, no ascender, to an anticlockwise letter in words: oae, obe</td>
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<tr>
<td>Using one-handed tools and equipment</td>
<td>Practising the vowels: e</td>
<td>Practising horizontal join to ascender in words: σα, σδ</td>
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<tr>
<td><strong>DEVELOPING BASIC LETTER MOVEMENTS</strong></td>
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<tr>
<td>Pattern making</td>
<td>Term 2</td>
<td>Practising diagonal join to r: ir, ur, or</td>
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<tr>
<td>Responding to music</td>
<td>Introducing diagonal join to ascender: joining at, all</td>
<td>Practising horizontal join to r: στ, σρ</td>
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<tr>
<td>Investigating straight line patterns</td>
<td>Practising diagonal join to ascender: joining ch</td>
<td>Introducing horizontal join from r to an anticlockwise letter: ury, irl, irt</td>
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<tr>
<td>Investigating loops</td>
<td>Practising diagonal join, no ascender: joining in, in</td>
<td>Introducing horizontal join from r: erek</td>
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<tr>
<td>Investigating circles</td>
<td>Practising diagonal join, no ascender: joining cr, tr, dr</td>
<td>Practising joining to and from r: air</td>
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<tr>
<td>Investigating eights and spirals</td>
<td>Practising diagonal join, no ascender: joining lp, mp</td>
<td>Introducing diagonal join to s: dias</td>
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<tr>
<td><strong>Foundation 2/Primary 1</strong></td>
<td>Introducing diagonal join, no ascender: to an anticlockwise letter: joining id, ig</td>
<td>Practising horizontal join to s: wσ</td>
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<tr>
<td>Term 2</td>
<td>Practising diagonal join, no ascender: to an anticlockwise letter: joining nd, ld</td>
<td>Introducing diagonal join from s to ascender: sh</td>
</tr>
<tr>
<td>Introducing long ladder letters: l, t, u, j, y</td>
<td>Practising diagonal join, no ascender: to an anticlockwise letter: joining ng</td>
<td>Practising diagonal join from s, no ascender: si, su, se, sp, sm</td>
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<tr>
<td>Practising long ladder letters: t, u</td>
<td></td>
<td>Practising horizontal join from r to an anticlockwise letter: rs</td>
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<tr>
<td>Practising all the long ladder letters</td>
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<tr>
<td>Introducing one-armed robot letters: r, b, n, h, m, k, p</td>
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<tr>
<td>Practising one-armed robot letters: b, n</td>
<td></td>
<td></td>
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<tr>
<td>Practising one-armed robot letters: h, m</td>
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<td>Practising all the one-armed robot letters</td>
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<tr>
<td>Introducing capitals for one-armed robot letters</td>
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<td>Introducing long ladder letters: R, B, N, H, M, K, P</td>
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<tr>
<td>Introducing capitals for long ladder letters: L, I, T, U, J, Y</td>
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<tr>
<td>Term 3</td>
<td>Practising diagonal join, no ascender: joining ee</td>
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<tr>
<td>Introducing curly caterpillar letters: c, a, d, o, s, g, q, e, f</td>
<td>Practising diagonal join, no ascender: joining ai, ay</td>
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</tr>
<tr>
<td>Practising curly caterpillar letters: a, d</td>
<td>Practising diagonal join, no ascender: joining ime, ime</td>
<td></td>
</tr>
<tr>
<td>Practising curly caterpillar letters: o, s</td>
<td>Introducing horizontal join, no ascender: joining op, oy</td>
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</tr>
<tr>
<td>Practising curly caterpillar letters: g, q</td>
<td>Practising horizontal join, no ascender: joining one, ome</td>
<td></td>
</tr>
<tr>
<td>Practising curly caterpillar letters: e, f</td>
<td>Introducing horizontal join, no ascender, to an anticlockwise letter: joining σα, σγ</td>
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<tr>
<td>Practising all the curly caterpillar letters</td>
<td>Practising horizontal join, no ascender, to an anticlockwise letter: joining ωα, ωδ</td>
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<tr>
<td>Introducing zig-zag monster letters: z, v, w, x</td>
<td>Practising horizontal join to ascender: joining ωθ, ωθ</td>
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</tr>
<tr>
<td>Practising zig-zag monster letters: v, w, x</td>
<td>Practising diagonal join to ascender: joining ωθ, ωθ</td>
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<tr>
<td>Introducing capitals for curly caterpillar letters: C, A, D, O, S, G, Q, E, F</td>
<td>Practising horizontal and diagonal joins to ascender, to an anticlockwise letter: joining σβ, if</td>
<td></td>
</tr>
<tr>
<td>Introducing capitals for zig-zag monster letters: Z, V, W, X</td>
<td>Assessment</td>
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</tr>
</tbody>
</table>
### Year 3/Primary 4

**Term 1**
- Revising joins in a word: long vowel phonemes
- Revising joins in a word: le
- Revising joins in a word: ing
- Revising joins in a word: high frequency words
- Revising joins in a word: new vocabulary
- Revising joins to and from: dis
- Revising joins to and from: re, pre
- Revising joins to and from: fff
- Revising joins: qu

**Term 2**
- Introducing joining b and p: diagonal join, no ascender, bi, bu, pi, pu
- Practising joining b and p: diagonal join, no ascender, to an anticlockwise letter, ba, bo, pa, po
- Practising joining b and p: diagonal join to ascender, bl, ph
- Relative sizes of letters: silent letters
- Parallel ascenders: high frequency words
- Parallel ascenders: adding y to words
- Relative size and consistency: ly, less, ful
- Relative size and consistency: capitals
- Speed and fluency practice: er, eat
- Speed and fluency practice: opposites

**Term 3**
- Consistency in spacing: mú, anti, ex
- Consistency in spacing: must, co
- Consistency in spacing: apostrophes
- Layout, speed and fluency practice: address
- Layout, speed and fluency practice: dialogue
- Layout, speed and fluency practice: poem
- Layout speed and fluency practice: letter
- Handwriting style: calligrams
- Assessment
- Handwriting style: acrostics

### Year 4/Primary 5

**Term 1**
- Revising joins in a word: ness, ship
- Revising joins in a word: ing, ed
- Revising joins in a word: s
- Revising joins in a word: ify
- Revising joins in a word: ss
- Revising parallel ascenders: tl, ll, bb
- Revising parallel ascenders and descenders: pp, ff
- Revising joins to an anticlockwise letter: cc, dd
- Revising break letters: dictionary work and alphabetical order
- Linking spelling and handwriting: related words

**Term 2**
- Introducing sloped writing
- Parallel ascenders: al, ad, of
- Parallel descenders and break letters: ight, ough
- Size, proportion and spacing: ious
- Size, proportion and spacing: able, ful
- Size, proportion and spacing: f, ves
- Speed and fluency: abbreviations for notes
- Speed and fluency: notemaking
- Speed and fluency: drafting
- Speed and fluency: lists

**Term 3**
- Size, proportion and spacing: v, k
- Size, proportion and spacing: ic, ist
- Size, proportion and spacing: ion
- Size, proportion and spacing: its, its
- Speed and fluency: ibe, able
- Speed and fluency: diminutives
- Print alphabet: captions, headings, labels
- Print capitals: posters
- Assessment
- Presentational skills: font styles

### Year 5&6/Primary 6&7

**YEAR 5 HANDWRITING**
- Revision: practising sloped writing
- Developing style for speed: joining from t
- Developing style for speed: looping from g, j and y
- Developing style for speed: joining from f
- Developing style for speed: joining from s
- Developing style for speed: writing v, w, x and z at speed
- Developing style for speed: pen breaks in longer words
- Different styles for different purposes
- Assessment

**YEAR 5 PROJECT WORK**
- Haiku project: making notes
- Haiku project: organising ideas
- Haiku project: producing a draft
- Haiku project: publishing the haiku
- Haiku project: evaluation
- Letter project: making notes
- Letter project: structuring an argument
- Letter project: producing a draft
- Letter project: publishing a letter
- Letter project: evaluation

**YEAR 6 HANDWRITING**
- Self-assessment: evaluating handwriting
- Self-assessment: checking the joins
- Self-assessment: consistency of size
- Self-assessment: letters resting on baseline
- Self-assessment: ascenders and descenders
- Self-assessment: consistency of size of capitals and ascenders
- Writing at speed: inappropriate closing of letters
- Writing at speed: identifying unclosed letters
- Writing at speed: spacing within words
- Writing at speed: spacing between words

**YEAR 6 PROJECT WORK**
- Playscript project: collecting information
- Playscript project: recording ideas
- Playscript project: producing a draft
- Playscript project: publishing a playscript
- Playscript project: evaluation
- Information notice project: collecting and organising information
- Information notice project: collecting and organising information
- Information notice project: producing a draft
- Information notice project: evaluating