

The Crescent Primary School's ready to write routine policy



Rationale

At Crescent Primary School, we believe that consistent routines for posture, paper positioning, pencil grip and handwriting readiness support children's handwriting fluency, legibility and confidence. All staff will use the agreed 'ready to write' routine before writing activities across the curriculum to ensure consistency from Reception to Year 6. The routine incorporates the Letter-join handwriting scheme and supports the development of an efficient tripod grip.

Why do we use this routine?

Consistent routines for posture, paper positioning, pencil grip and teacher modelling support handwriting fluency, legibility and pupil independence. These routines should be used across all subjects, not just handwriting lessons.

Ready to write expectations

Focus area	Staff expectation	Agreed school language	Adult checks
Ready position	All pupils sit correctly before writing begins.	"Bottom back, feet on the floor, back up tall and ready for more."	Feet flat on the floor; back upright; forearms resting comfortably on the table.
Paper position	Teachers model and check paper position before every writing activity.	"Tilt your paper."	Right-handed pupils tilt paper left. Left-handed pupils tilt paper right.
Helping hand anchors	Pupils use their non-writing hand to stabilise paper and books.	"Helping hand anchors it just right."	Paper remains steady throughout writing.
Pencil grip	Teachers explicitly teach and reinforce the school grip routine.	"Point, pinch, lift, spin and grip."	Pencil rests on middle finger; thumb and first finger control the pencil.
Pencil check	Pupils should not grip too close to the point.	"See the point."	Pencil tip visible; fingers not obscuring the writing point.
Writing ready	Teachers complete the Ready to Write check before writing begins.	"Helping hand anchors, eyes can see, now I'm ready to write neatly."	Posture, paper position and grip are secure before writing starts.

Letter-join pencil grip rhyme

Right-handed grip

Point away the pencil,
Pinch it near the tip,
Lift it off the table,
Spin it round ... and grip.

Left-handed grip

Point away the pencil,
Pinch it near the tip,
Lift it off the table,
Spin it round ... and grip.

Whole-school non-negotiables

All staff will:

- Use the agreed 'ready to write' language consistently.
- Model correct posture, paper position and pencil grip.
- Apply the 'ready to write' routine across the curriculum.
- Reinforce the Letter-join grip rhyme regularly.
- Support left-handed pupils with appropriate seating and paper positioning.
- Prompt and correct handwriting readiness expectations consistently.
- Embed these routines from Reception onwards.

Whole-school script

Teacher: "Ready to Write!"

Pupils:

1. Bottom back, feet on the floor.
2. Tilt your paper.
3. Helping hand anchors.
4. Point, pinch, lift, spin and grip.
5. See the point.
6. Ready to write!

