

The 'Every Time Toolkit' is on display in each classroom and makes explicit our expectations in their writing.

	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
Handwriting and presentation	Form most letters correctly Leave finger spaces between words	Letters are correctly formed and sized including capital letters Writing stays on the line	Form all letters correctly and use joins.	Use joined and fluent handwriting of the correct size.	Use joined and fluent handwriting Writing is organised into paragraphs	Use joined and fluent handwriting Writing is organised into paragraphs
Sentence construction	Write a short sentence with capital letters and full stops Join clauses using 'and' Use commas in a list Read writing and check it makes sense	Use punctuation correctly A . ! ? Use contraction apostrophes and commas in a list Sometimes use and /but/or/because to write longer sentences Read writing and check it makes sense	Use punctuation accurately . ! ? ' Use commas in a list Always use and /but/or/because/although/ to write longer sentences Sentences vary in length sometimes. Read writing and check it makes sense	Use punctuation correctly for each type of sentence Use commas for fronted adverbials and lists A sentences length is used for impact Use a range of conjunctions FANBOYS I SAW A WABUB Read writing and check it makes sense	Use punctuation correctly in sentences including apostrophes Inverted commas are used to punctuate directed speech Different sentence types are used. Sentences vary in length for impact. Read writing and check it makes sense	All sentences are punctuated accurately including those for speech Always use a range of different sentence types, Read writing and check it makes sense
Spelling	Spell red words correctly Use your Fred Fingers for words	Spell red words correctly Use Fred Fingers to spell most words and sometimes the Does it look right? strategy	Spell common words correctly When spelling use <i>Does it look right?</i> strategy and dots and dashes.	Spell common words correctly Apply spelling strategies/rules for familiar and ambitious words.	Spell common words correctly Apply spelling strategies/ rules to spell words. Use a dictionary to check ambitious words.	Common words are spelt correctly Use ambitious vocabulary and use a dictionary to check the spelling