



Non-Fiction Progression Plan

It is our intent that writing across the curriculum will inspire, engage and challenge all pupils, enabling them to develop the skills to effectively communicate their thoughts, ideas and emotions to others. We aim to build the pupils' stamina for writing, vocabulary knowledge and understanding of grammar, by creating a positive approach to an increasingly wide range of text types (including areas of fiction, non-fiction and poetry).

We recognise the importance of fostering a culture where pupils take pride in their writing; write clearly and accurately; and modify their structure and language choices to suit a variety of audiences, purposes and contexts.

To support pupils in moving towards independent writing at the age-related standard, we provide a wide range of writing stimuli, including the use of film and imagery; modelled, shared and guided writing; peer conferencing; and group discussion. These rich and varied set of learning opportunities support pupils in becoming confident and enthusiastic learners across all areas of the curriculum. At St Michael's Primary School, we want writing to equip our pupils with the peressant tools to communicate effectively and to provide them with the skills to become lifelong creative writers.

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	Reception	Year 1	Year 2	Year 3/4	Year 5/6
Composition	Planning Say aloud what they are going to write about Drafting Compose a sentence orally before they write it Evaluating and Editing Discuss what they have written with the teacher and other pupils	Planning Jot down key words and new vocabulary Say aloud what they are going to write about Drafting Compose a sentence orally before they write it Evaluating and Editing Re-reading what they have written to check that it makes sense Discuss what they have written with the teacher and other pupils Read aloud their writing clearly enough to be heard by their peers and the teacher.	Planning Plan or say aloud what they are going to write Write down ideas/key words including new vocabulary Drafting Encapsulate what they want to say sentence by sentence Write narratives about personal experiences and those of others Evaluating and Editing Evaluate their writing with the teacher and other pupils Re-read to check that their writing makes sentence and that verbs to indicate time are used correctly and consistently Proof-read to check for errors in spelling, grammar and punctuation Read aloud what they have written so that the meaning is clear	Planning Discuss writing that is similar to the writing they are planning in order to understand and learn from the structure, vocabulary and grammar Drafting Compose and rehearse sentences orally (including dialogue) progressively building a varied and rich vocabulary and range of sentence structures Organise paragraphs around a them Create settings, characters and plots Evaluating and Editing Assess the effectiveness of their own and other's writing suggesting improvements Propose changes to grammar and vocabulary to improve consistency, including the accurate use of pronouns Proof-read for spelling and punctuation errors Read aloud their own writing, to a group or the whole class, using appropriate intonation and controlling the tone and volume so that the meaning is clear	Planning



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Ø	sit correctly at a table, holding a pencil comfortably and correctly	sit correctly at a table, holding a pencil	Correctly form all lower-case letter correctly	Horizontal and diagonal strokes needed to join letters	Writing legibly, fluently and with increased speed
Handwriting	begin to form lower-case letters in the correct direction, starting and finishing in the right place	begin to form lower-case letters in the correct direction, starting and finishing in the right place	Formation of capitals and digits 0-9 using the correct size and orientation Use consistent spacing between words	Increase consistency, legibility and quality of handwriting	Choosing writing style for the task
		form capital letters	Begin to use diagonal and horizontal strokes to join letters		
		form digits 0–9			
		understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.			



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Instructions – Writing to Inform	Purpose	Types
Rules and procedures, whose aim is to ensure that something is done	To tell how to do or make something	DIY Manual
properly. This writing allows for the development of: creativity, enquiry,	To give information on how to complete a task	Sewing or Knitting Pattern
evaluation, information processing, reasoning and problem solving.	To describe a process in chronological order	Recipe
		Science Experiment
		Instructions and Packaging

			Instructions and Packag	5'''5
Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation
Reception	Oral retelling of how to make and do something Simple sentence containing imperative verb at the start spoken and then written	Use of simple sentence structures.	Nouns and verbs correct	Capital letter and full stop
Year 1	Title or Goal List of Equipment/Materials Numbered Steps	Use of simple sentence structures. Imperative verbs to start sentences Lists	Noun Imperative verbs Present tense verbs Adjectives Time conjunctions to show chronological order	Spaces to separate words Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I
Year 2	Goal – outline statement about what will be achieved Sequenced steps to achieve the goal Diagrams and illustrations to support the process	Imperative verbs used for clarity Simple adverbs to express how to do an action Noun phrases to describe	Noun and noun phrase Progressive verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Adding 'er' and 'est' to show comparisons in adjectives Third person	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list
Year 3/4	Goal – outline statement about what will be achieved Ingredients and equipment lists are outlined clearly Tips and suggestions and precautionary advice embedded in the text	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple present, present progressive and present perfect Fronted adverbials Implied second person	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations Brackets
Year 5/6	Instructions for more complex processes	Variation in sentence structures and wider range of examples of: Prepositional phrases Expanded noun phrases Subordinate Clauses Relative Clauses Variation in sentence length Use of passive and active	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion Correct use of simple present, present progressive and present perfect Fronted adverbials Implied second person Use of modal verbs Text changes according to the text type	Brackets Dashes Colons Semi-colons





Recount – Writing to Inform and Entertain		Purpose			Туреѕ	
This form of writing can be used to inform and entertain but can also be		To retell events in time order.				
used to persuade. Recounts can be written about the writer or about		To give an account of an event or experience	o give an account of an event or experience Biography/Autobiography		hy	
someone else.	someone else. This writing allows for the development of: creativity,		To write in chronological order		Write up of a trip	
empathy, enqu	empathy, enquiry, evaluation, information processing, managing feelings,				Newspaper report	
motivation and self-awareness.				Diary/Journal		
Year Group	Text Organisation	Sentence Features		Grammatical Fe	eatures	Punctuation
Reception	Oral retelling of events using time words and	Use of sir	nple sentence structures.	Nouns and verbs correct		Capital letter and full stop

motivation and	a sell-awai elless.		Dial y/Journal			
Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation		
Reception	Oral retelling of events using time words and past tense Simple sentence recounting the event spoken and then written	Use of simple sentence structures.	Nouns and verbs correct	Capital letter and full stop		
Year 1	Title Introductory sentence to show – who, what, when, where and why Series of sequences demarcating the passing of time Simple ending	Use of simple sentence structures. Use of time conjunctions at the start	Noun Past tense verbs Adjectives Time conjunctions to show chronological order Coordinating conjunctions to join sentences together	Spaces to separate words Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I		
Year 2	Title Clear introduction and conclusion Ideas organised into chronological paragraphs demonstrating the passing of time	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe	Noun and noun phrase Simple and Progressive past tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list		
Year 3/4	Title Introduction to give a clear understanding of what they text will be about Concluding paragraph to summarise the overall impact Links between sentences and paragraphs to navigate the reader Paragraphs organised around key events Elaboration within paragraphs to develop: description, action and feelings	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple past, past progressive and past perfect Fronted adverbials First and third person	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets		



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Year 5/6	Fully developed introduction and conclusion to	Variation in sentence structures and wider range of	More complex examples of:	Brackets
	include personal responses	examples of:	Adverbs of time	Dashes
	Paragraphed events, which are detailed and	Prepositional phrases	Adverbs of place	Colons
	engaging	Expanded noun phrases	Adverbs of manner	Semi-colons
	Clear chronology throughout the piece by	Subordinate Clauses	Adverbs to show how often	
	directing the reader to time and place	Relative Clauses	Modifiers used to intensify or qualify	
	Information is prioritised to the reader		Nouns and pronouns used for clarity and cohesion	
		Variation in sentence length to support cohesion	Correct use of simple past, past progressive and past	
		variation in sentence length to support conesion	perfect	
			Fronted adverbials	
		Use of passive and active	Implied second person	
			Use of modal verbs	
			Tense changes according to the purpose	
			Reported speech as well as direct speech	





Non-chronological Report – Writing to Inform		Purpose		Types		
This form of writing provides detailed information to the reader and is		To describe what things are like (were like)		Topic based school project		
structured under clear categories. This writing allows for the development		To inform the reader of a specific subject content Letter				
of: creativity, e	of: creativity, enquiry, evaluation, information processing, reasoning and				Science encyclopaedia	
problem solving	problem solving.				Information Leaflet and	Magazine Article
Year Group	Year Group Text Organisation		Sentence Features	Grammatical Fo	eatures	Punctuation
Reception	Oral description of an object/person/place or	Use of simple sentence structures.		Nouns and verbs correct		Capital letter and full stop
	thing	Caption V	Vriting – Creating Facts			

Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation
Reception	Oral description of an object/person/place or thing Simple sentence containing an adjective	Use of simple sentence structures. Caption Writing – Creating Facts	Nouns and verbs correct	Capital letter and full stop
Year 1	Introduction Ideas grouped into similarities Use of causal conjunctions Simple sentence with a capital letter and full stop.	Use of simple sentence structures. Use of time conjunctions at the start	Noun Past tense verbs Adjectives Time conjunctions to show chronological order Coordinating conjunctions to join sentences together	Spaces to separate words Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I
Year 2	Clear introduction to classify the subject of the report Grouping Information into specific paragraphs: Classification Description Habitats etc.	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe	Noun and noun phrase Simple and Progressive present and past tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person Generalising words – many, most, some Use of technical vocabulary	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list
Year 3/4	Clear introduction and conclusion Paragraphs organised correctly into key ideas Subheadings used to organise information	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses Sentences contain more than one clause using coordination and subordination	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple past, past progressive and past perfect Fronted adverbials First and third person	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets





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Year 5/6	Introduction and conclusion provide detail and	Variation in sentence structures and wider range of	More complex examples of:	Brackets		
	give cohesion to the piece	examples of:	Adverbs of time	Dashes		
	Subheadings and bullets points enhance the	Prepositional phrases	Adverbs of place	Colons		
	organisation	Expanded noun phrases	Adverbs of manner	Semi-colons		
	Introductory sentence for each paragraph to	Subordinate Clauses	Adverbs to show how often			
	explicitly give the main idea	Relative Clauses	Modifiers used to intensify or qualify			
			Nouns and pronouns used for clarity and cohesion			
		Variation in sentence length to support cohesion	Correct use of simple past, past progressive and past			
		variation in sentence length to support conesion	perfect			
			Fronted adverbials			
		Use of passive and active	Implied second person			
			Use of modal verbs			
		Comparative sentences	Tense changes according to the purpose			
		·	Reported speech as well as direct speech			



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Explanation – Writing to Inform	Purpose	Types
This form of writing provides detailed information to the reader and is	To explain why or how something happens	Encyclopaedia entry
structured under clear categories. This writing allows for the development	To explain cause and effect	technical manual science
of: enquiry, evaluation, information processing, reasoning and problem	To describe a scientific process sometimes in chronological order	investigation question and
solving.		answer section

solving.			answer section		
Year Group	Text Organisation	Sentence Features	Grammatical Features	Punctuation	
Year 2	Clear introduction explaining the process to be explained Fully developed process steps using time and causal conjunctions to link ideas Conclusion	Subject verb agreement within sentences and throughout Simple adverbs to express how to do an action Noun phrases to describe process Subordinating and Coordinating sentences used to add information and detail	Noun and noun phrase Simple and Progressive present tense verb form Subordinating and Coordinating conjunctions Consistent use of tense throughout the piece Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show comparisons in adjectives First and Third person Technical vocabulary	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list	
Year 3/4	Clear introduction and conclusion Paragraphs organised around a topic or process Description of parts Explanation of how or why something happens Further detail of the process Use of subheading to navigate the reader	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses	Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple present, present progressive and present perfect Fronted adverbials First and third person Standard English	Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets	
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Subheadings and bullets points enhance the organisation Description of the phenomenon is technical and accurate	Variation in sentence structures and wider range of examples of: Prepositional phrases Expanded noun phrases Subordinate Clauses Relative Clauses Variation in sentence length to support cohesion Use of passive and active Sentences are generalised to categories the information	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qualify Nouns and pronouns used for clarity and cohesion Verb forms are controlled and precise Fronted adverbials Implied second person Use of modal verbs Tense changes according to the purpose Reported speech as well as direct speech	Brackets Dashes Colons Semi-colons	





Persuasive – Writing to Persuade and Entertain		Purpose		Types		
This form of writing provides the writer with the opportunity to encourage the reader/listener towards seeing thing the same way as them This writing allows for the development of: creativity, empathy, enquiry, evaluation, information processing, managing feelings, motivation and problem solving					Advertisements Travel Brochure Political Pamphlet Complaint Letter Magazine Article	
Year Group	Text Organisation	Sentence Features		Grammatical Features		Punctuation
Year 2	Posters and Letters using key language features	througho Simple ad Noun phr Subordina	erb agreement within sentences and ut verbs to express how to do an action ases to describe process ating and Coordinating sentences used to mation and detail	Noun and noun phrase Simple and Progressive present Subordinating and Coordinating Consistent use of tense through Adverbs to show when and how Causal conjunctions to explain Adding 'er' and 'est' to show con First and Third person Technical vocabulary	conjunctions out the piece	Full stops Capital letters Exclamation marks Capital Letter for start of sentence, names, personal pronoun – I Apostrophe for contraction Possessive apostrophe for singular nouns Commas in a list
Year 3/4	Clear introduction and conclusion Paragraphs organised around key ideas/subject and issue Use of subheading to navigate the reader Topic sentences to navigate the paragraph	Variation in sentence structures: Prepositional phrases Expanded noun phrases Subordinate Clauses Rhetorical questions Turning opinion into fact Emotive language		Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Nouns and pronouns used for clarity and cohesion A wider range of conjunctions Correct use of simple present, present progressive and present perfect Fronted adverbials First and third person Standard English		Apostrophes to mark singular and plural possession Commas in a list Commas after fronted adverbials Inverted commas if using quotations and to demonstrate excitement Brackets
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Paragraphs organised to prioritise the most important argument Arguments are well-constructed Viewpoint of the writer is evident throughout	examples Preposition Expanded Subordina Relative C Variation Use of pa	onal phrases I noun phrases ate Clauses Clauses in sentence length to support cohesion assive and active on and condescension are used to impact	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qu Nouns and pronouns used for cl Verb forms are controlled and p Fronted adverbials Implied second person Use of modal verbs Tense changes according to the Reported speech as well as direct	arity and cohesion recise purpose	Brackets Dashes Colons Semi-colons





Discursive – Writing to Discuss		Purpose		Types		
This form of writing allows for a reasoned and balanced overview to discuss an issue or controversial topic. This writing allows for the development of: creativity, empathy, enquiry, evaluation, information processing, managing feelings, motivation and problem solving.		To present arguments and information from different viewpoints To show for and against		Write up of a debate Newspaper Article Leaflet giving balance argument Essay		
Year Group	Text Organisation		Sentence Features	Grammatical Fe	eatures	Punctuation
Year 5/6	Introduction and conclusion provide detail and give cohesion to the piece Paragraphs organised to prioritise the most important argument Arguments on both sides are well-constructed Formal language is used throughout to show a balanced viewpoint	examples Preposition Expanded Subordina Relative C	onal phrases I noun phrases ate Clauses	More complex examples of: Adverbs of time Adverbs of place Adverbs of manner Adverbs to show how often Modifiers used to intensify or qu Nouns and pronouns used for cl Verb forms are controlled and p Fronted adverbials Implied second person Use of modal verbs Tense changes according to the Reported speech as well as direct Abstract nouns	arity and cohesion recise purpose	Brackets Dashes Colons Semi-colons





	Speaking and Listening
Reception	Children at the expected level of development will: Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary; - Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate; - Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher. Children at the expected level of development will: - Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions; - Make comments about what they have heard and ask questions to clarify their understanding; - Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.
Year 1	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.
Year 2	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.
Year 3	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.



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Year 4	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesizing, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	
Year 5	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	
Year 6	Listen and respond appropriately to adults and their peers. Ask relevant questions to extend their understanding and knowledge. Use relevant strategies to build their vocabulary. Articulate and justify answers, arguments and opinions. Give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings. Maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments. Use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas. Speak audibly and fluently with an increasing command of Standard English. Participate in discussions, presentations, performances, roleplay/improvisations and debates. Gain, maintain and monitor the interest of the listener(s). Consider and evaluate different viewpoints, attending to and building on the contributions of others. Select and use appropriate registers for effective communication.	