**Collingwood Primary School: Progression in punctuation** 

Skills are to be taught according **to stage, not age**. Where a child may be below ARE, previous skills will need to be addressed in allotted order and where a child may be beyond ARE, skills from the subsequent year group or later in the year can be introduced.

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| **Year** | **Autumn** | **Spring** | **Summer** |
| **Nursery** |  | * Invite children to write their letter sound for their name. | * Children to write their own name independently with a capital. |
| **Reception** | * Children to write their own name independently with a capital. | * Use finger spaces between words. * Invite children to try putting a capital letter at the start of their writing and a full stop at the end. | * Children to use a capital letter at the start of their writing and a full stop at the end. |
| **Year 1** | * Consolidate Reception objectives. * Use capital letters and full stops to punctuate a simple sentence. * Use finger spaces between words. | * Use capital letters for names. * Use capital letters for the personal pronoun ‘I’. | * Begin to use a question mark and exclamation mark. |
| **Year 2** | * Consolidate Y1 objectives. * Use question and exclamation marks. | * Begin to use commas in a list. | * Begin to use apostrophes for contraction. * Begin to use apostrophes to mark singular possession e.g. *the girl’s shoes.* |
| **Year 3** | * Consolidate Y2 objectives. * Begin to understand how inverted commas are used and begin to use them. | * Uses apostrophes for contractions. * Use apostrophes to mark singular possession e.g. *the girl’s shoes.* | * Consolidate prior objectives. |
| **Year 4** | * Consolidate Y3 objectives. * Use inverted commas. * Introduce speech punctuation inside inverted commas (5 finger speech - sticky learning) | * Further use of commas accurately to separate clauses. * Use commas after a fronted adverbial. | * Use apostrophes for plural possession e.g. *the girls’ shoes.* |
| **Year 5** | * Consolidate Y4 objectives. * Introduce brackets, dashes & commas for parenthesis. | * Begin to use an ellipsis. * Use commas to clarify meaning and avoid ambiguity. | * Introduce using a dash to show an interruption in speech in stories and playscripts. |
| **Year 6** | * Consolidate Y5 objectives. * Use colons to introduce a list. * Use semi colons to separate items in a list. * Use parenthesis to separate clauses. * Punctuation of bullet points to list information | * Use colons and semi colons mark the boundary between independent clauses. * Use semi colons to separate clauses * Understand how hyphens avoid ambiguity | * Consolidate prior objectives. |