



TOWN END
RESEARCH SCHOOL
At WISE Academies



Fluency follows foundations

Fixed, Firm and Fluent Foundations: A Transcription Toolkit

researchschool.org.uk/town-end

A CPD programme for strengthening oral language, transcription, executive function, working memory and dictation across the primary phase.

Why transcription needs urgent attention

National data shows that 28% of pupils do not meet the expected standard in writing at KS2. For many, the barrier is not ideas or imagination, but weak transcription: slow or illegible handwriting, insecure spelling, limited automaticity and difficulty holding sentences in mind.

With the DfE Writing Framework stating that **“it may be sensible, therefore, for schools to focus on securing high-quality teaching of transcription now, pending publication of the revised national curriculum,”** there has never been a more important moment to strengthen the building blocks of fluent, confident writing.

Firm Foundations takes a proactive, early-intervention approach- building fences at the top of the cliff, not parking ambulances at the bottom. It helps schools systematically strengthen the three corners of the Simple View of Writing that are too often overlooked: executive functioning, working memory and transcription. Fluency follows foundations.

What the programme offers

1. CPD to secure the transcription corner of the Simple View of Writing. Implementation is woven throughout the training modules, ensuring that theory is immediately translated into practical classroom strategy. Schools receive high-quality training that builds teacher expertise in:
 - Oral language development
 - Handwriting fluency
 - Spelling through morphology, patterns and automatic retrieval
 - Dictation as a tool for accuracy, auditory memory and sentence control
 - Working memory load and how to reduce it in writing tasks

- Executive functioning skills essential for writing (planning, inhibition, monitoring and sequencing)
2. **READY TO WRITE** routines
A consistent set of classroom-ready routines that strengthen:
 - Letter formation and fluency
 - Writing stamina
 - Spelling retrieval and pattern awareness
 - Oral rehearsal to support accurate transcription
 - Dictation exercises that build confidence and accuracy

These routines are plug-and-play and suitable for whole-class and small-group use.

3. Whole-school audit and development tools
Schools receive resources to review and enhance their transcription provision, including:
 - A whole-school transcription audit
 - A progression map for handwriting, spelling and dictation
 - Working memory supports and scaffolds
 - Tools for identifying pupils who need early and targeted support

4. Inclusive, high-impact strategies for pupils who need more.
The programme includes:
 - Working memory-friendly approaches (chunking, rehearsal, sentence stems, reduced extraneous load)
 - Executive function scaffolds for pupils who struggle to plan, organise or sustain writing
 - Targeted transcription interventions for small groups
 - Adaptations to ensure pupils with SEND or emerging needs are included, supported and successful

Why this CPD matters

- It secures the foundations pupils need before writing can become fluent, confident and enjoyable.
- It prevents long-term writing difficulties by strengthening early skills before gaps widen.
- It enhances inclusion, ensuring pupils who struggle with handwriting, spelling or working memory are not left behind.
- It responds directly to DfE guidance, prioritising transcription in advance of curriculum reform.

Impact for schools

- Stronger handwriting, spelling and automaticity across year groups
- Improved accuracy and fluency in written work
- Reduced cognitive load for pupils during writing tasks
- Clear, consistent routines used across classrooms
- Earlier identification and support for pupils at risk of falling behind
- Better alignment between KS1 and KS2 transcription expectations
- Greater teacher confidence in supporting oral language, transcription, dictation, working memory and executive functioning

In summary

Fixed, Firm and Fluent Foundations gives schools the expertise, tools and routines to secure writing success from the ground up. Crucially, implementation is woven throughout the entire programme, bridging the gap between professional development and daily classroom practice. By focusing on transcription, executive functioning and working memory - key corners of the Simple View of Writing - schools can ensure all pupils are truly ready to write.



Programme of core ESSENTIAL content

January Monday 19th January 09:15 – 12:15	Launch event Online half a day	Setting the scene The science of learning The science of reading and writing Executive function
January Monday 26th January 09:15 – 12:15	Module 1 Online half a day	Oral language: The foundations
February Monday 2nd February 09:15 – 12:15	Module 2 Online half a day	Handwriting
February Monday 9th February 09:15 – 12:15	Module 3 Online half a day	Spelling
March Monday 2nd March 09:15 – 12:15	Module 4 Online half a day	Dictation
March Monday 16th March 09:15 – 12:15	Module 5 Online half a day	Powerful pedagogy Modelling Five sentence story Slow Writing

Schools will have the option to attend online drop in sessions to troubleshoot, discuss and ask questions.

Monday 19th January	Optional drop in 1pm-4pm
Monday 26th January	Optional drop in 1pm-4pm
Monday 2nd February	Optional drop in 1pm-4pm
Monday 9th February	Optional drop in 1pm-4pm
Monday 2nd March	Optional drop in 1pm-4pm
Monday 16th March	Optional drop in 1pm-4pm

OPTIONAL live module:

Tuesday 3rd February 09:15 – 12:15	Optional early years module	Unlock Early Writing Success: A Practical Approach
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Programme of OPTIONAL asynchronous modules:

Access available at any time	Unlock Early Writing Success
Access available at any time	Setting the scene – why talk matters
Access available at any time	Talk moves
Access available at any time	Stringing strong sentences
Access available at any time	Talk across the curriculum
Access available at any time	Text talk
Access available at any time	Metacognitive talk
Access available at any time	Handwriting
Access available at any time	Spelling
Access available at any time	Dictation
Access available at any time	Powerful pedagogy Modelling Five sentence story Slow Writing



Fixed, firm and fluent foundations

What is required of your school?

What you put in - and why it matters...

1. Nominate committed staff

What you put in: - A senior leader to attend each online module.

Why? Whole-school alignment and leadership buy-in are essential.

The programme builds cumulatively, so consistent participation ensures ideas are implemented, tested and refined over time.

2. Dedicate time for professional development

What you put in: - Staff engage with provided training videos and resources.

Why? Time to process new learning supports confident classroom application.

3. Complete reflective gap tasks

What you put in: - Short, focused tasks between modules.

Why? These bridge theory and practice so changes are purposeful and adapted to your school context.

4. Undertake audits and curriculum reflection

What you put in: - Staff engage with whole-school audits and resource reviews.

Why? Understanding your current provision ensures that improvements directly meet pupil need.

5. Implement and test strategies in real classrooms

What you put in: - Trial and refine routines, strategies and tools.

Why? The programme is about real, sustainable practice change-not abstract training.

What your school gains

What you get out - and why it matters...

1. Stronger writing

What you get out: - Improved oral language, grammar and transcription across year groups.

Why? Secure foundations make writing more fluent, freeing pupils to focus on meaning.

2. Improved pupil writing outcomes

What you get out: - Clear gains for pupils, particularly those at risk of underachievement.

Why? Targeted, high-quality teaching is key to closing disadvantage gaps.

3. A coherent writing curriculum from Nursery to Year 6

What you get out: - A structured but flexible approach to sequencing early writing and transcription.

Why? Consistency builds confidence - across staff and across year groups.

4. Enhanced teacher knowledge and pedagogy

What you get out: - Staff who can model writing expertly, teach grammar in context and support pupils' metacognitive thinking.

Why? Teachers feel more confident, capable and consistent.

At a Glance: Your Commitment & Your Return

What you put in	Why	What you get out
Staff attendance at core sessions	Ensures whole-school alignment	Stronger, more consistent teaching
Time for PD videos	Supports confident practice	Better classroom routines and modelling
Reflective gap tasks	Bridges theory and practice	Practical improvements across the school
Audits and reviews	Anchors change in actual need	A clearer, tailored curriculum
Implementing strategies	Real change requires strong processes	Improved pupil outcomes

Ready to strengthen your writing foundations?

Fixed, Firm and Fluent Foundations offers powerful, practical support at no financial cost-but it thrives on professional commitment.

For more information before you register your school, contact:

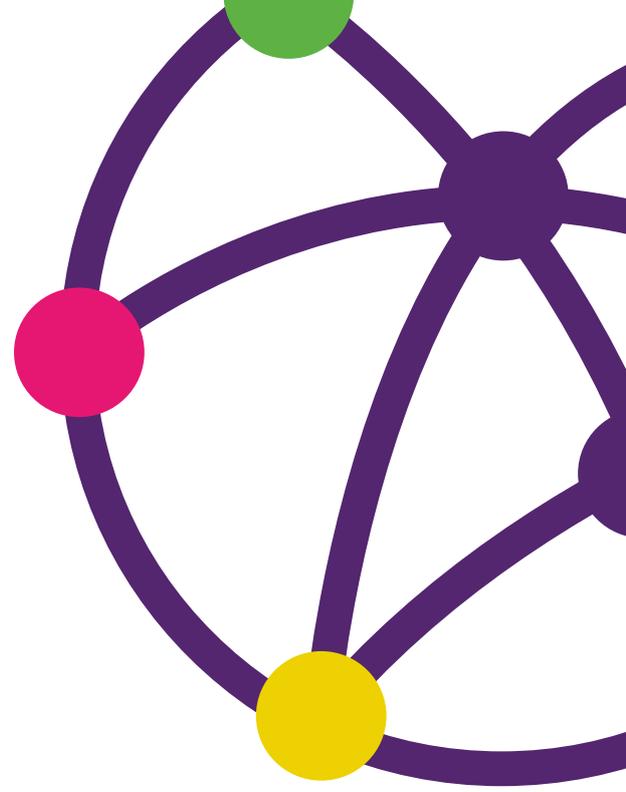
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