



Pen License Policy (Primary)

Approved by:	Dolly Goriwala and BoG	Date of approval: 1st June 2019
Last reviewed on:	June 2020	
Next review due by:	September 2021	

The purpose of this policy is to promote consistent good handwriting practice across the Primary phase and to:

- To encourage all children to take pride in their written work and always present their work as neatly as possible.
- To improve standards in writing across the school.
- To celebrate the achievements of children and allow them to celebrate these achievements with their families at home.

Process:

All children will start using pencil for all of their work. Once their teacher feels they have met the required criteria to be awarded a pen license, that teacher will need to arrange a time for the English lead to come to class and see the evidence. If they agree with the evidence, that child will be awarded their pen license and certificate in assembly. Their certificate may be taken home so that they can celebrate their achievement with their family. This child is now allowed to use their pen for any written work. Pencil will still be used for math work, art work or any other work where a pencil is more appropriate. A pen license starts from **Year 4**, but exception can be made in **Year 3** (up to teacher discretion).

Criteria:

- All letters must be formed correctly in the correct orientation
- All writing must be on the line.

- All handwriting must be the correct size and not too big or too small.
- All handwriting must be joined up where appropriate. To be awarded a pen license, the child MUST produce at least a week's worth of work in their literacy book that fulfils all of the criteria above. In addition, they must also produce 3 other pieces of writing from different subjects across the curriculum that also meets the criteria above.

Consultation:

This policy was written by Agata Hartley, English lead and SLT in consultation with Principal and SLT.

Monitoring and evaluation:

The English lead is responsible for using this policy to embed effective practice across the Primary phase
An issues or concerns arising from this are to be brought to the attention of the school principal and SLT.