



Hyde Park Schools Pen Licence Policy

Aims:

- 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 their work. Once their teacher feels they have met the required criteria to be awarded a pen licence, 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 licence and certificate in assembly. Their certificate may be taken home so that they can celebrate their achievement with their family. The child will also be added to the school's role of honour on a display in school. This child is now allowed to use their pen for any written work. Pencil will still be used for maths work, art work or any other work where a pencil is more appropriate.

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 licence, 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 meet the criteria above.

High Standards:

For pen licences to be successful in improving the presentation of written work across the school, they must be encouraged; referred to and viewed as something worth receiving. Any child who has been awarded a pen licence, must continue to produce handwriting that complies with the criteria above. If they do not, this must be addressed during marking and the child reminded of the criteria and encouraged to take pride in their work. In a small minority of cases, it may be necessary to suspend the pen licence for a short period of time and reinstate the use of pencil until the child reaches the required standard. If this happens, the pen must be removed from the child and kept safely by the teacher. This is a last resort and to avoid this, it is important that a child is only put forward for a pen licence when their teacher is completely confident, they can produce this standard of handwriting consistently.

Missing or Lost Pens:

The pens the children will be awarded are expensive and it is up to them to look after them. They are allowed to label their pen, but their pen must stay in school and be kept in their pencil case. Once the pen has run out it will be replaced. If a child loses their pen or the pen goes missing, the school may replace it but this will depend on the circumstances and how much care was taken of the pen. A replacement pen will certainly not be given more than once. If the child has not taken sufficient care of the pen, the school will not replace it. In these circumstances, the child will be allowed to bring another pen in from home as long as that pen is black ink, not a biro, does not blot or leak easily and supports their high standard of handwriting, otherwise the child will have to revert to using pencil for their written work.