



13<sup>th</sup> February 2017

Dear Parents / Carers

As a school we are endeavouring to increase the quality of handwriting in all lessons. Presentation is an important aspect of children's work; furthermore, one of our key writing objectives in KS2, to be achieved by Year 6, is that the majority of children are joining their writing as consistently as possible. To aid the children in this task we will be conducting more handwriting lessons in school and handwriting homework may be given at times.

Alongside this we have altered the pen licensing rules. Previously children could earn a pen licence in Years 3 and 4 at the teacher's discretion and in Year 5 upwards they would automatically receive a pen licence. Starting after half term, this will change to the following:

- Years 3 and 4 are to use pencil only.
- Year 5 will be given the choice at the beginning of the year to use pen (blue ink only) or pencil and this decision must be consistent.
- In Year 6 the same choice will be given and a fountain pen (blue ink only) will be allowed for those children who want to use one. They must ask permission from their Year 6 teacher for this privilege.

Children in Year 5 and 6 will be provided with a handwriting pen at the start of the academic year. Once this has run out, we will issue a replacement, however, if your child loses their pen, a replacement can be purchased for 50p from the school office or you can provide your own (blue ink only).

Many thanks,

*Miss Cartwright      Miss Barrington-Brookes*

Miss Cartwright and Mrs Barrington-Brookes

