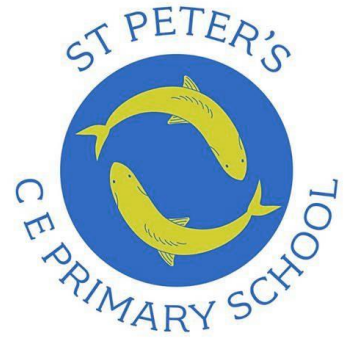


St Peter's Pen Licence Policy



St Peters CE Primary School

Date: Autumn 2025

Review Date: Autumn 2026

1. Rationale

At *St Peter's CE Primary School*, our vision is rooted in the words of **John 10:10**

"Living life in all its fullness."

We believe that every child should experience life in all its fullness through learning, creativity, and personal growth. Developing confident, fluent handwriting is part of this journey, helping children to express themselves clearly and take pride in their work.

Our Pen Licence system recognises and celebrates pupils' achievements in handwriting, encouraging them to take responsibility for presentation and to value perseverance and care.

As a Church of England school, our approach is grounded in our Christian values of perseverance, respect, and responsibility. Earning a Pen Licence is not only a mark of technical skill but also a reflection of maturity and pride.

2. Aims

- To promote high standards of handwriting and presentation throughout the school.
- To encourage all pupils to take pride in their work and demonstrate responsibility for its appearance.
- To provide a clear, consistent process for awarding and maintaining Pen Licences.
- To celebrate pupils' progress in developing fluent, joined handwriting.
- To embed our Christian values in everyday practice through effort, pride, and perseverance.

3. Implementation

3.1 Eligibility

- All pupils are encouraged to work towards earning a Pen Licence.
- Pupils generally begin working towards this from **Year 2 onwards**, depending on individual readiness.

- Before receiving a licence, pupils must consistently demonstrate neat, fluent, and joined handwriting in pencil across all subjects.

3.2 Criteria for Award

A **Pen Licence** may be awarded when a pupil consistently demonstrates:

1. Correct and joined letter formation in line with the school's handwriting scheme - Nelson Handwriting
2. Even spacing and appropriate letter sizing.
3. Clear, legible, and fluent handwriting across all written subjects.
4. Pride in presentation, including correct use of margins, titles, and dates.
5. Responsibility and care for presentation and equipment.
6. A positive attitude and perseverance towards improving handwriting.

The class teacher will make the decision to award the licence, supported by the English or handwriting lead where appropriate.

3.3 Rules for Pen Use and Ink

Once awarded a Pen Licence, pupils may use pen in appropriate lessons.

Approved Pen:

- **Black Berol Handwriting Pen** (school-issued or approved equivalent).
- No biro, gel pen, rollerball, or coloured pen should be used.
- Pens must be looked after carefully and replaced when necessary.



Ink Colour:

- Black ink only is to be used by licensed writers.
- Black ink provides a clear, professional presentation and contrasts well with teachers' marking colours.
- Blue, coloured, or erasable inks must not be used.

Corrections:

- Errors should be crossed out neatly with a single line and corrected immediately above or beside.
- Correction fluid, tape, or scribbling out is not permitted.

3.4 Maintaining the Licence

- A Pen Licence is a mark of trust and responsibility.

- If handwriting or presentation standards fall below the school's expectations, pupils may be asked to **return to pencil** temporarily while they practise and improve.
- Once consistency is re-established, the licence will be reinstated.
- This process promotes self-reflection and perseverance.

3.5 Presentation Expectations



All written work should:

- Follow the school's Nelson Handwriting scheme and presentation guidelines.
- Include the correct date and learning objective, underlined with a ruler.
- Show pride, effort, and accuracy in layout and spacing.
- Reflect care and respect for learning and resources.

4. Monitoring and Consistency

- Teachers across all year groups will apply the same criteria for awarding licences.
- The English subject leader will monitor handwriting standards and licence awards termly.
- The SLT will review handwriting samples to ensure fairness and consistency across the school.

5: *Celebration (with certificate reference)*

- Pen Licences will be presented in class or during Celebration Worship / Assembly, recognising pupils' achievement and perseverance.
- Pupils will receive a Pen Licence certificate signed by the class teacher and/or headteacher to mark their success.
- Certificates symbolise the values of perseverance, respect, and responsibility, and are awarded as a sign of trust and pride.
- A display board or Roll of Honour will celebrate pupils who have earned their licence.