

Word Processing Policy

Date adopted by Governors/ Academy	
Date to be reviewed	July 2024
Policy Status	Statutory
Responsible member	Sue Jones SENDCo
Governor	Naomi Matthaie

Henlow Church of England Academy values good handwriting and imposes high standards on presentation of work, and expects that most students will hand write in exams. However, there are exceptional circumstances, as identified by the school, where students may benefit from using a word processor and in these cases the school will allow use of a word processor for note-making in class, for homework, and for internal and public examinations.

The school will allow students to use word processors when they meet one of the following criteria:

- The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD);
- The student has a physical difficulty/medical condition such (such as hypermobility);
- The student has very poor handwriting and would lose marks due to the examiner finding his/her answers illegible.

Students permitted to use word processors in public exams (i.e. GCSEs, BTEC) must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

Students who think they may be eligible or need to use a word processor should contact the SEND Department.

Students who have permission to use a word processor in class will be provided with a Chromebook for use in School. Laptops and Chromebook from home should not be sent into school. The school will also provide word processors for use in internal exams and public exams.