

Pen licence criteria:

- Sit appropriately at your desk and hold your pencil comfortably.



- Use a sharp school pencil of an appropriate size.



- Form letters correctly.

- Writing is on the line.



- Letter size is consistent across all subject areas.

- Leave appropriately sized gaps between words.



- Capital letters are bigger than lower case letters.

- No capital letters or numbers are joined.

- Ascenders (such as h, l, b, d, k etc) = the upper part of the letter is at the correct height.



- Descenders (such as g, y, p, q) = the 'head' of the letter sits on the line and the 'tails' go below the line at the correct length.



- Handwriting is done at a good pace.



- Errors are crossed out with a neat ruler line using a pencil.

- Dates and LOs are underlined neatly with a ruler and pencil.