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Headteacher: Mrs. Lois Baird B.A.

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Dear Parent/Carer

### **The Green Pen Policy Explained**

Teaching staff at Solway Community Technology College continue to work on promoting good literacy skills across the curriculum. These are essential in every subject as they help pupils to learn and communicate effectively.

We are about to introduce The Green Pen Policy which is to be used with all pupils from Years 7 – 11. The purpose of this policy is to promote consistency in teaching and reviewing literacy skills. It allows both pupils and teachers to use the same symbols for marking any piece of writing and, when required, the setting of individual targets with pupils for improving literacy skills.

All the pupils in each Key Stage will be issued with a green pen and a copy of the Green Pen Policy. Pupils will use them in lessons as directed by the teacher. Writing – both classwork and homework – should be proof read by the pupil using The Green Pen Policy symbols. Any word processed work should also be proof read and corrected before handing in, you could help with this.

The purpose of The Green Pen Policy is to encourage pupils to take more responsibility for proof reading and correcting their own work, paying attention to those spellings, capital letter or punctuation errors they may have when correcting their or others' work. This habit of checking is vital as most exam subjects now include marks for spelling, punctuation and paragraphing. The use of a green pen for self checking gives the staff clear evidence that this checking is taking place. However, the Green Pen Policy does not replace teacher assessment; teachers will also be completing focused marking of the pupils' work. Whilst the onus is on your child to check his/her own work, we appreciate that some pupils will find this difficult, so we will support them and hope you will too.

Please find attached your copy of the policy.

All pupils will also have a copy of this policy.

If you have any questions, please do not hesitate to contact me at the school.

Yours sincerely

Mrs Lois Baird  
Headteacher

## GREEN PEN MARKING CODE


**SP** = spelling (write in correct spelling of the word)

**GR** = grammatical error (write in correct grammatical form. E.g. `were` not `was`)

**P** = punctuation. Write in missing punctuation.

**C** = missing/incorrect capital letter.

**//** = new paragraph.

 = the meaning is not clear.

**V** = attempt another word or a word is missing.

**T** = incorrect tense.

All work to have a title and the date. Both should be underlined with a ruler.

### *Example*

**Sp** – horizon **Gr** – should have not of

*The sun was setting over the hurizun. It should of been a*

*happy night but I was feeling miserable as the sky*

**P. C**

*darkened. I felt cold and alone nothing seemed going right.*

*//Then suddenly there was a bang. The world turned dark*

**V**

*and I could tell something bad was going to happen.*

All written work should be **green penned** before you hand it in. This applies to word processed work as well as hand written work. Use the symbols above. Your teachers will use the same symbols. It is your responsibility to make the corrections suggested.