

WORD PROCESSOR POLICY 2025 – 26

Consideration for the use of a word processor in school:

A student will **not** be considered for a word processor because they want to type rather than write in lessons and/or examinations or can work faster on a keyboard, or because they use a laptop at home.

Identification of students:

Students with the following needs will be considered:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- ***poor handwriting**

This list is not exhaustive

***Poor handwriting** will be identified by teaching staff and they will make a **referral** with examples of the student's hand writing. Once received the student will be assessed via the SEND department and enter the handwriting intervention programme.

Dependant on the outcome of the handwriting intervention a student may move on to Laptop training which will lead to the student's normal way of working in lessons and assessments.

All aspects will be recorded on the student record form which is located in the EAA office.

Use of word processors in school:

Students may use a laptop, tablet or electronic braille as their normal way of working (school allocated or personal) **only** if its use has been authorised by the SENDCo as part of an Additional Learning Needs assessment for Examinations Access Arrangements or in support of a condition which has a substantial and long-term adverse effect on their access to learning.

Or

Where a student has a temporary injury which requires the use a laptop. Its use may be requested directly with the SENDCo and a school laptop or personal laptop may then be approved for use, pending confirmation by the SENDCo.

Allocation of school laptops:

School laptops, where available, will be allocated in the following order:

1. Students who have a current Education and Health Care Plan (EHCP) that states the need for a laptop and who are in receipt of Pupil Premium.
2. Students who have a current Education and Health Care Plan (EHCP) that states the need for a laptop.
3. Students who have a MyPlan or MyPlanPlus with a diagnosed medical/physical/learning need for a laptop and who are in receipt of Pupil Premium.
4. Students who have a MyPlan or MyPlanPlus with a diagnosed medical/physical/learning need for a laptop.

Technical support for school laptops:

- School laptops will be maintained by the IT support department.
- School laptops will have their grammar and spell-check/predictive text facility turned-off unless authorised by the SENDCo.

- The SENDCo will liaise with the IT support department regarding the daily use and allocation of school laptops and provide the IT support department with a list of students able to use school laptops as their normal way of working.
- School laptops will remain the property of the school and the student will be responsible for their safe and proper treatment.
- Any damage done to school laptops, which is not deemed to be normal wear-and-tear, will need to be paid for by the student/student's parent/carer.
- Any damage to a school laptop may result in the removal of the laptop and the student no longer given access to a school laptop.
- School laptops will be linked to the school's network.
- School laptops are for use in school only and must not be removed from the school site. They must be collected from and returned to the IT support department every day.

The use of personal laptops:

Where a laptop has been approved by the SENDCo and a school laptop is not available or appropriate, students may bring a personal laptop from home to use in school as their normal way of working.

Technical support for personal laptops:

Personal lap tops will be maintained by the student. **The school will not be held responsible for the loss or damage of any personal laptops used in school.**

Personal laptops will have their grammar and spell-check/predictive text facility turned-off in school unless authorised by the SENDCo.

All personal laptops must be taken to the IT support department for safety and security checks. Students will then be advised on how to access the school's Window's Office suite for downloading onto their lap tops if necessary. A Windows licence certificate will then be applied to that laptop.

No personal laptops are to be linked (wirelessly or directly) to the school's Wi-Fi or network.

Mis-use of personal laptops may result in the student not being allowed to use a laptop in school until re-approval by the SENDCo.

The use of laptops in external examinations:

Only school approved, exam-specific word processors are used for examinations.

School will provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to students where it is their normal way of working within school.

In non-examination assessment components, the use of word processors will be considered standard practice unless prohibited by the specification.

Students using a word processor in an examination are allowed to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where students will most likely need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet.

Where a student's use of a word processor means they can produce written work effectively and at a speed equivalent to an average writing rate no extra time will be allowed. Extra time will only be allowed for students who also have specific persistent and significant difficulties.

An awarding body may require a word processor cover sheet to be completed. Where specified, this will be completed by the centre as directed.

Linked to SEND Policy and SEND/ALN practice.

To be updated, where appropriate, to be in line with the JCQ Examination Access Arrangements and Reasonable Adjustments Regulations and the JCQ ICE booklet.

SENDCO
September 2025