

LANCASTER ROYAL GRAMMAR SCHOOL

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Dear Parents,

Hopefully your son has informed you about the Green Pen Initiative that was introduced last term. If not, then this is a quick breakdown of what it involves. Your son has been given a green pen that he is to use when proofreading a completed piece of work. Any corrections, any amendments, any improvements are to be made with this green pen when checking through the work. This is for all subjects and every teacher should be asking your son to go through this process with every piece of work that he is set. Even if your son believes that there are no corrections or improvements to be made he must still write his initials at the end of the piece of work (with the green pen) as proof that he has checked through it.

We are committed to improving literacy skills amongst our students and the Green Pen Initiative is one of the many ways we are asking our pupils to take greater care and show greater pride in their work. We hope that we can rely on your support at home. The odd reminder would almost certainly not go amiss.

This term your son will be given a skills booklet as part of the literacy push. It contains a range of exemplar material and a series of exercises that have been designed to test and help students develop their core skills in reading and writing.

Yours faithfully,

D J Novell

Whole School Literacy Co-ordinator.