



BISHOP RAWSTORNE
Church of England Academy

Word Processing Policy

'But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere'
James 3:17

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This document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

FORTITER ET FIDELITER
Bravely and Faithfully

Bishop Rawstone Church of England Academy Word Processor Policy

Verse

“But the wisdom that comes from heaven is first of all pure; then peace loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.”

James 3:17

Vision

“Bishop Rawstone Church of England Academy aspires to cultivate wisdom rooted in Christian Values. It is our vision that all members of our community will experience life in all its fullness, flourishing through dignity, knowledge and understanding, bound together in unity, giving hope and worth to all.”

Our Values

Hope, Service, Compassion, Peace, Wisdom, Fellowship.

Our values are taken from the work of Neville Norcross ‘Christian Values for Church Schools’. Whilst there are many Christian values, we have chosen the six above to complement our commitment to a rich curriculum and outstanding pastoral care.

Philosophy

At Bishop Rawstone Church of England Academy, we are committed to providing equitable access to learning and assessment for all students. Guided by our Christian values of compassion, dignity, and fairness, our word processor policy ensures that pupils with specific learning needs or access requirements are supported in a way that enables them to demonstrate their full potential. The appropriate use of technology reflects our belief in removing barriers and fostering an inclusive environment where every learner can thrive.

CODE OF CONDUCT IN OUR CHRISTIAN COMMUNITY

Our aim is to ensure that you feel happy, safe and secure in your school.

We believe:

- that every individual in our community is a unique and valuable creation made in the image of God.
- we all have a right to be considered equal, worthy of respect and esteem.
- we all have a responsibility to treat others as we would like to be treated ourselves

A word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor MUST reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive. It may include those who have:

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

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Exam Write Pad is used on the laptops/PCs for examination purposes. The equipment will be in good working order at the time of the examination.

Candidates may use their answer booklet in addition to the word processor if they wish to do so.

The software regularly saves the work as the students write.

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own. The candidate must sign the bottom of each page.

On opening the programme the candidate inputs their centre number, candidate number and unit code. This is then automatically printed on each page. A cover sheet which should be attached to the candidate's script in line with JCQ is also printed automatically.