



Embassy International School, ul. Edmunda Biernackiego 8-10, 30-043 Kraków, Poland
tel. +48 786 947 320, +48 786 947 321, email: office@embassyschool.com.pl, www.embassyschool.com.pl

Word Processor Policy

Embassy International School believes that the ability to write by hand is still relevant in today's society and requires all pupils to learn how to write.

In the event a pupil has a specific educational challenge that means they would benefit from working with a word processor, then they will be able to do so. Those for whom this may be beneficial are pupils with:

- 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 which cannot be rectified in time for an examination.

This list is not exhaustive. Any further requests for consideration should be made in writing by parents to the Head of School, who will discuss the request with teachers and give a response in writing with 14 days of the request being submitted.

Use of a word processor will only be permitted during an examination if this **reflects the candidate's normal way of working within the centre**. All spell check, internet, and grammar and other technological forms of assistance must be disabled as per exam board requirements for the duration of examinations. A cover sheet for exams may be required stating that the use of a word processor is the candidate's normal way of working in school.

Lindsay Davidson
Head of School
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