

The Deanery

Church of England High School and Sixth Form College



LITERACY POLICY

MAY 2016

Policy Statement- Literacy

Sound literacy skills are essential for progress across the curriculum and enable students to function effectively in adult life.

All staff have a responsibility to:

- Develop students' competence in reading, writing, speaking and listening in their own subjects.
- To ensure that students become competent users of language(s).
- Ensure students can access the curriculum effectively and achieve their potential.

The development of literacy skills across the curriculum will be implemented according to the following guidelines:

- Faculty schemes of work will specify how literacy skills are reinforced within their subject areas.
- Staff will follow whole school policies on marking and literacy.
- All staff utilise the 'Literacy theme of the month' during lessons and form time to enhance and reinforce learning.
- Students lacking basic literacy skills will be identified at transfer, using Star Reading tests within English and Learning Skills lessons.
- The SEN department will test students with a low Star Reading test result using the Salford Reading Test, to gain further information to target intervention accurately.
- Students requiring additional support will be directed to attend a specific literacy programme organised by our SENCO, LRC manager, Reading Champion and Assistant Head.
- Students in Years 7 and 8 requiring extra help with reading will be asked to attend paired reading sessions during registration, delivered by our trained 6th form students.
- The SENCO, Head of English and Reading Champion will advise teaching staff on supporting students with reading, writing, speaking and listening difficulties.
- All year 7 books will have book covers with the marking guidelines and subject specific vocabulary.

Reading Guidelines

- Students in Y7 and Y8 should start each day with a session of silent reading in registration if not in assembly. All year 7 and 8 pupils must have a reading book each day.
- KS3 Students should always have an appropriate reading book. If staff have concerns as to the suitability of any book, they should liaise either with the English Faculty or with the LRC manager.
- Paired reading will take place twice a week in the Library. Specially trained listeners will work with the least able readers in Y7 and Y8 who need to improve their reading.
- All students have access to books from the school library. Students should also be encouraged to join their local public libraries. Y7 LRC induction will include a session registering pupils with the Wigan Library Service.
- All staff should be aware of the specific requirements of their subject and should prepare students where necessary. This could mean, for example, producing a glossary of specific terms used in a particular examination, topic or textbook. Staff should also, where appropriate, reinforce reading strategies/study skills techniques taught in English such as skim-reading, note-taking, underlining key words etc.
- Staff will take account of the literacy demands made of students in their lessons and plan support strategies to assist students e.g. active reading strategies.
- Staff should plan opportunities for students to show they understand information conveyed in different forms of text and from different sources

Writing Guidelines

- Staff will encourage accuracy in writing by following the school's marking policy and 'Green Pen' marking.
- Throughout the year, staff will reinforce skills with students whenever they are engaged in writing tasks.

- Staff will encourage students to use a neat, joined handwriting style and insist on neat presentation. Students with poor handwriting should be referred to the SENCO who will liaise with the appropriate staff to implement support.
- Staff will assist students in the organisation of their writing, providing good models and writing frames where appropriate to support pupils with their writing.
- Staff will help students to choose appropriate expression in writing, according to the task and type of writing required, by teaching the appropriate conventions.
- Staff will reinforce basic skills in writing, reminding students of the importance of basic punctuation and paragraphing in the context of their work.
- Students will be encouraged to plan and self-assess their work. All extended writing should be Green Pen marked.
- Staff should plan opportunities for students to convey meaning in a range of forms for different readers/audience.

Speaking and Listening Guidelines

- Staff will encourage the development of speaking and listening through activities within each unit of work.
- Speaking and listening to be commented on where appropriate in students' books using reward stickers.
- Staff are to plan opportunities for students to speak articulately in a range of contexts and for different purposes.
- Systems such as Collaborative Group Work Structures are to be used to ensure active participation in group and class discussions.

Use of Data

- Star reading data on Y7 students will be available for all staff. Staff can then plan appropriately. Central database to be maintained by the Core Literacy Team.
- KS2 and CATS data to be available to all staff to assist in planning.
- Regular reading tests in English lessons for Year 7 and 8 will measure progress so intervention can be planned, implemented and impact evaluated.

This policy was reviewed and approved by the Governing Body on 26th May 2016

Next review date: May 2017