

## LITERACY POLICY

Adopted by the Governing Body: April 2016

Next Review: April 2018

Committee Teaching & Learning

### Principles, values and entitlements

- At JCoSS, literacy is the responsibility of all staff, not just of the English department.
- Although the English department's work will explicitly teach literacy skills which are embedded in all aspects of its work, all staff are required to support the development of literacy skills across the curriculum in their own subject areas and day to day teaching.
- Each subject areas needs to provide opportunities for speaking and listening, reading and writing as appropriate to their subject.
- Students have a right to develop literacy skills to the highest possible level in order to qualify them for future opportunities in higher education or the workplace and all staff share a responsibility in helping students achieve this.
- All staff should take a common approach to literacy so that students will receive a consistent and strong message about the high value we place on literacy at JCoSS.

### **Aspects of literacy**

The four principle literacy skills are: Speaking, Listening, Reading and Writing.

- Speaking and listening

The purpose of talk in the classroom includes the development of students' ability to question, acquire new concepts and language, collaborate with others, deepen understanding and rehearse ideas and opinions. Students need to be taught how to communicate effectively in a range of contexts of varying degrees of formality, in Standard English where appropriate, for a range of purposes and audiences. Listening is an invisible and largely untaught skill but it is a vital tool for learning. Many adults and students half-listen to talk, television or radio but students are expected to listen attentively in lessons for sustained periods, thus listening needs to be explicitly taught and developed.

- Reading

In order to develop reading proficiency, students need to develop a range of skills from basic decoding through to inference and deduction and a critical awareness of the writer's purpose. What students read will take a wide variety of forms including fiction, non-fiction and multi-modal texts. The purpose of reading includes the ability to gather information; to read between the lines; to distinguish between fact and opinion; to understand views of others; to develop empathy and for enjoyment. Reading activities can be independent, guided or shared.

- Writing

The purpose of writing includes the ability to explore ideas creatively; to share information; to structure an argument; to record information and observation and to analyse and examine. Writing takes place in a wide variety of forms and students should always be encouraged to consider the purpose of a piece of writing. Opportunities should be exploited for writing for real audiences. ICT is an important tool in the development of students' writing, particularly in drafting and editing writing, but equally students need to be given opportunities to build up writing stamina using handwriting and writing to time.

- **Additionally, ILAC (Information Literacy Across the Curriculum) is an important aspect of literacy.**
- And is an important strand in developing students' independence. Students will be taught explicitly how to access different types of information as part of their English LRC lessons in Y7. HODs/HOFs should reinforce this skill whenever opportunities arise in the curriculum.

## **Responsibilities**

### **SLT**

- SLT should model and maintain the highest standards of literacy in written communications, displays and on the VLE.
- SLT should keep literacy high in the school's agenda through a variety of means including the school's planning and evaluation cycle
- SLT provides support for under-achievement in literacy by timetabling:
  - Classes set by ability with targeted support from LSAs
  - Intervention groups at Key Stage 3 and 4

### **Literacy Across the Curriculum Co-ordinator**

- The Literacy Across the Curriculum Co-ordinator will be responsible for the implementation of the policy and its updates.
- The LAC Lead Enquirer is responsible for promoting and monitoring the delivery of literacy across the curriculum through action research, staff training of various staff groups and providing support for staff with areas of the policy

### **EAL Co-ordinator**

- Students with English as an Additional Language (EAL) are identified from information garnered on transition. The EAL co-ordinator is responsible for monitoring the progress of EAL students and for planning appropriate support for them.
- The EAL co-ordinator is responsible for liaison with the parents of EAL in matters pertaining to literacy
- The EAL co-ordinator is responsible for liaising with all staff and for directing them to appropriate resources for supporting EAL students.

### **HODs/HOFs**

- HODs/HOFs are responsible for promoting literacy in their own subject areas by such strategies as providing opportunities for talk, active reading activities, modelled writing and supplying glossaries/word walls of subject specific vocabulary.
- HODs/HOFs should sample work regularly to review the impact of LAC and to plan necessary interventions.

### **Form tutors**

- Form tutors are responsible for including independent reading regularly during form periods and Key Stage 3 form tutors should promote literacy by including regular form time activities based on literacy.

### **Subject teachers**

- All teaching staff will be provided with information regarding students' literacy from CAT tests and reading and spelling tests which students sit on entry to the school. Scores should be used to differentiate work appropriately.
- Dictionaries, both English and Hebrew/English are provided in all teaching rooms and students should be encouraged to use them independently.
- Students have a list of commonly misspelt words in their Link Book to which they should be referred.
- All teaching staff are required to use the agreed LAC feedback symbols, edited with subject specific needs (Appendix 1).

- As a minimum, all staff should correct errors in capital letters, full stops, paragraphs and spelling of basic vocabulary, especially homophones, and subject specific vocabulary in assessed work.
- All teaching staff should follow the presentation guidance (Appendix 2).

## **Appendix 1: Suggested approaches**

### **Speaking**

*Possible activities:*

- Allow students thinking time to prepare their responses
- Allow students to rehearse points in pairs
- Explore ideas through drama and role-play
- Use talk to explore ideas in depth
- Solve problems collaboratively
- Ask and answer questions in a variety of discussion situations
- Plan, discuss and evaluate their speaking and listening
- Allocate designated roles in group work

### **Listening**

*Possible activities:*

- Establish purpose of listening task
- Model listening to students – build up listening stamina
- Provide support for focussed listening eg note taking frame
- Reviews of listening – evaluate effectiveness of listening
- Listen for and recall the main points of a talk, reading or television or radio programme. Identify the key features of speech used by presenters eg humour, vocabulary, tone.
- In groups, adopt a range of roles eg scribe, spokesperson, contributor. Demonstrate the ability to work together to solve problems and share ideas. Acknowledge the views of others.

### **Reading**

*Possible activities:*

- Develop active reading strategies including skimming (glancing quickly through a text to get the gist of it) and scanning (searching for a particular piece of information in a text)
- Encourage close reading of a piece of text eg provide a summary of key points
- Use drama to explore themes, ideas in a text
- Use guided reading (small group working in a focussed way with an adult)
- Use DARTS (Directed activities related to texts)
- PEE (Point, Evidence, Explanation) formula
- Reconstruction activities – using modified pieces of text. The original text is broken down and given to the students in segments with gaps
  - Text completion (Cloze) - students predict deleted words/phrases/sentences
  - Diagram completion - students predict deleted labels on diagrams using texts and other diagrams as sources
  - Table completion – students predict deleted items using table categories and text as sources
  - Disordered texts – students predict the logical order or classify segments of texts
  - Prediction – students predict the next part of the text
- Analysis activities
  - Underlining or highlighting- student identify key words that relate to a specific aspect of content or particular viewpoint
  - Labelling – students label segments of text using a set of labels provided
  - Segmenting – students divide paragraphs or sections of a text and label

- Diagrammatic representation of a text – students construct a diagram of the text eg flow chart, concept map etc
- Tabular representation – students extract information from a text and represent it in a tabular form
- 3. Evaluation
  - Encouraging students to comment on the impact of language on the reader in speech or writing
  - Considering the writer’s intention in speech or writing

## Writing

*Possible activities:*

- Establish both the audience and purpose of the writing
- Provide models of the text type eg news article and identify the key features that you expect the students to use prior to writing
- Encourage careful planning eg mind mapping, brainstorming/thought showering to ensure that students have enough points to make
- Model writing for students
- Scaffold students’ writing by using writing frames and gradually withdraw them
- Joint composition eg in pairs/groups
- Give students opportunities to develop and sharpen ideas eg peer assessment
- Use guided writing – (small group working in a focussed way with an adult)
- Provide feedback to students during the writing process Assessment for Learning (AFL) as well as afterwards
- Encourage students to consider their writing on a variety of levels, whole text, sentence and word level

## Spelling

*Possible activities:*

- Display key words in classrooms.
- Encourage students to use dictionaries.
- Use correction code as **prompts**. Underline students’ mistakes and encourage students to make their own corrections.
- Use peer to proof read another student’s work.
- Use the correcting of spelling as a learning opportunity ie ask students to find ways of learning the spelling of subject specific words by mnemonics.
- Break it into sounds
- Break it into syllables (re-mem-ber)
- Break it into affixes (dis+satisfaction)
- Words within words (there’s **a rat** in **separate**)
- Refer to etymology (bi+cycle)
- Say it as it looks (Wed-nes-day)
- Use analogy (bright, light, night)
- Apply spelling rules (where they exist!) eg active +ly
- Learn by sight look/say/cover/write
- Create calligrams (visual representations of words that reflect their meaning) to emphasise silent letters etc.
- Word games with subject specific vocabulary eg hangman, matching, Bingo, Pictionary, Just a Minute.

## Resources (available on Fronter)

- Star strategy slides
- Subject specific material from the Secondary Strategy

