

GRIMOLDBY PRIMARY SCHOOL

Literacy Policy

1 Aims and objectives

1.1 The study of Literacy develops children's abilities to listen, speak, read and write for a wide range of purposes, so using language to learn and communicate ideas, views and feelings. It enables children to express themselves creatively and imaginatively, as they become enthusiastic and critical readers of stories, poetry and drama, as well as non-fiction and media texts. Children gain an understanding of how language works by looking at its patterns, structures and origins. Children use their knowledge, skills and understanding in speaking and writing across a range of different situations.

1.2 The aims of Literacy are:

- to enable children to speak clearly and audibly in ways which take account of their listeners;
- to encourage children to listen with concentration in order to be able to identify the main points of what they have heard;
- to enable children to adapt their speech to a wide range of circumstances and demands;
- to develop children's abilities to reflect on their own and others' contributions and the language used;
- to enable children to evaluate their own and others' contributions through a range of drama activities;
- to develop confident, independent readers through an appropriate focus on word, sentence and text-level knowledge;
- to encourage children to become enthusiastic and reflective readers through contact with challenging and lengthy texts;
- to help children enjoy writing and recognize its value;
- to enable children to write with accuracy and meaning in narrative and non-fiction;
- to increase the children's ability to use planning, drafting and editing to improve their work.

2 Teaching and learning style

2.1 At Grimoldby School we use a variety of teaching and learning styles in Literacy lessons, as recommended by the National Literacy Strategy, the EYFS and the new framework. Our principal aim is to develop children's knowledge, skills, and understanding in English. We do this through a daily lesson that has a high proportion of whole-class and group teaching. During these lessons children experience a whole-class shared reading or writing activity, a whole-class focused word or sentence activity, a guided group or independent activity and a whole-class session to review progress and learning. They have the opportunity to experience a wide range of texts and use a range of resources such as dictionaries, thesauruses and phonic paddles to support their work. Children use ICT in Literacy lessons where it enhances their learning, as in drafting their work and using multimedia to study how words and images are combined to convey meaning. Wherever possible we encourage children to use and apply their learning in other areas of the curriculum.

2.2 There are children of differing ability in all classes at Grimoldby School. We recognise this fact and provide suitable learning opportunities for all children by

matching the challenge of the task to the ability of the child. We achieve this through a range of strategies. In some lessons we do it through differentiated group work, while in other lessons we ask children to work from the same starting point before moving on to develop their own ideas. We use classroom assistants to support some children and to enable work to be matched to the needs of individuals.

3 Literacy curriculum planning

- 3.1** Literacy is a core subject in the National Curriculum. We use the National Literacy Strategy as the basis for implementing the statutory requirements of the programme of study for Literacy.
- 3.2** We carry out the curriculum planning in Literacy in three phases (long-term, medium-term and short-term) using the New Literacy Framework.
- 3.3** Our medium-term plans, which are also based on the Framework, give details of the units for each term. These plans define what we teach and ensure an appropriate balance and distribution of work across each term. The Literacy subject coordinator is responsible for reviewing these plans.
- 3.4.1** Class teachers complete a weekly (short-term) plan for the teaching of Literacy. This lists the specific learning objectives for each lesson and gives details of how the lessons are to be taught. It also includes details of what each group of children will be learning. The class teacher and subject coordinator discuss them on an informal basis.

4 The Foundation Stage

- 4.1** We teach Literacy in the reception class as an integral part of Early Years Foundation Stage. The format for the daily lesson differs from the rest of school in that objectives are covered throughout the day in short focused class sessions and followed up in small group work. Within the EYFS the four strands of Communication, Language and Literacy are used to develop language skills in thinking, reading, writing and phonetics. The 'Letters and Sound' guidance is also used to structure meaningful developmental learning. Phase one work is developed through Foundation Stage 1 and as the children are judged to be ready phase 2 is begun in Foundation Stage 2. 'Letters and sounds' work is continued into Y1, Y2 and Y3. We give all children the opportunity to talk and communicate in a widening range of situations, to respond to adults and to each other, to listen carefully, and to practise and extend their range of vocabulary and communication skills. They have the opportunity to explore, enjoy, learn about, and use words and text in a range of situations. Great emphasis is placed upon sharing stories, both told and read. This is developed through role play both indoors and outdoors.

5 Contribution of Literacy to teaching in other curriculum areas

- 5.1** The skills that children develop in Literacy are linked to, and applied in, every subject of our curriculum. The children's skills in reading, writing, speaking and listening enable them to communicate and express themselves in all areas of their work in school. Teachers plan cross curricular writing tasks wherever the opportunity arises.

5.2 Mathematics

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Literacy contributes significantly to the teaching of mathematics in our school. Children in the Foundation Stage develop their understanding of number, pattern, shape and space by talking about these areas with adults and other children. Children in Key Stage 1 meet stories and rhymes that rely on counting and sequencing. Children in Key Stage 2 are encouraged to read and interpret problems in order to identify the mathematics involved. They explain and present their work to others during plenary sessions and they communicate mathematically through the developing use of precise mathematical language.

5.3 Information and communication technology (ICT)

The use of ICT enables children to use and apply their developing skills in Literacy in a variety of ways. Younger children use ICT as a source of information and as a way of enabling them to present their completed work effectively. Children use the Internet when searching for information or when using desktop publishing to design a class newspaper, etc,. Children use the planning and proofing tools in a word processor when checking their draft work. We encourage all children to use ICT as a resource for learning, whenever they feel it is appropriate.

5.4 Personal, social and health education (PSHE) and citizenship

Literacy contributes to the teaching of personal, social and health education and citizenship. We encourage younger children to take part in class and group discussions on topical issues. In their science work they talk about things that improve their health and about rules for keeping them safe around the school. Older children research and debate topical problems and events. They discuss lifestyle choices and meet and talk with visitors who work within the community. Planned activities within the classroom encourage children to work together and respect each other's views.

5.5 Spiritual, moral, social and cultural development

The teaching of Literacy develops skills through which our children can give critical responses to the moral questions they meet in their work. Their understanding and appreciation of a range of texts brings them into contact with their own literary heritage and texts from other cultures. The organisation of lessons allows children to work together and gives them the chance to discuss their ideas and results.

6 Teaching Literacy to children with additional needs

6.1 At Grimoldby School we teach Literacy to all children, whatever their ability. Literacy forms part of the school curriculum policy to provide a broad and balanced education to all children. Teachers provide learning opportunities matched to the additional needs of individuals. Work in Literacy takes into account the targets set for individual children in their Individual Education Plans (IEPs). Teachers provide help with communication and literacy through:

- using texts that children can read and understand;
- using visual and written materials in different formats;
- using ICT, other technological aids and recorded materials;
- using alternative communication such as signs and symbols;
- using translators and amanuenses.

7 Assessment and recording

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- 7.1** Teachers assess children's work in Literacy in three phases. The formative assessments that teachers make as part of every lesson help teachers to adjust their daily plans. Teachers match these assessments closely to the teaching objectives. They use medium-term assessments to measure progress against the key objectives, and to help them plan for the next unit of work. They use a class record of the key objectives as the recording format for this. Teachers make summative assessments towards the end of the school year, and they use these to measure progress against school and national targets. With the help of these assessments, teachers are able to set targets for the next school year and summarize the progress of each child before reporting it to the child's parents. The next teacher also uses these summative assessments as the basis for planning work for the new school year. These assessments are made using end-of-year tests and teacher assessments. Children undertake the national tests at the end of Year 2 and Year 6, plus the optional national tests at the end of Years 3, 4 and 5. Teachers make these annual assessments of children's progress using the level descriptions of the National Curriculum.
- 7.2.1** Teachers meet regularly to review individual examples of work against the national exemplification material produced by the QCA and the DfEE.
- 7.2.2** Assessments are made three times each year for speaking and listening, reading and writing. New targets are then set for each child for the following term.

8 Resources

- 8.1** There is a range of resources to support the teaching of Literacy across the school. All classrooms have dictionaries and a range of age-appropriate small apparatus. All classrooms have a selection of fiction and non-fiction texts. Foundation and Key Stage One have a dedicated scheme for guided reading. Key Stage Two have a selection of books from a variety of schemes plus sets of quality texts from recognised authors. Children have access to the Internet in the ICT Suite and in classrooms. The newly refurbished library contains a range of books to support children's individual research and to stimulate and develop their interest in fiction.

9 Monitoring and review

- 9.1** Monitoring of the standards of the children's work and of the quality of teaching in Literacy is the responsibility of the Literacy coordinator. The work of the subject leader also involves supporting colleagues in the teaching of Literacy, being informed about current developments in the subject, and providing a strategic lead and direction for the subject in the school. The subject coordinator gives the headteacher an annual summary report in which s/he evaluates the strengths and weaknesses in the subject, and indicates areas for further improvement. The coordinator has specially planned time in order to enable her to review samples of the children's work and undertake lesson observations of Literacy teaching across the school.

Signed: Mrs. K. Forsyth

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