



United Learning
The best in everyone™

SHOREHAM ACADEMY

Whole School Literacy Policy

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Literacy Policy

Ethos:

Literacy is at the heart of everything we do. Without the ability to read for comprehension, critically respond to written texts, express their ideas successfully in written form and communicate effectively verbally, students will neither be able to access the curriculum successfully nor engage in the world beyond school. Therefore, it is recognised that every teacher at Shoreham Academy is a teacher of literacy and every subject requires confidence and fluency in literacy in order for students to flourish. There will be a coherent approach to supporting the development of students' literacy.

Shoreham Academy Statement of Intent

Every student at Shoreham Academy deserves to leave full time education at the highest level of literacy that they are able to achieve.

Every student leaves the academy at least at their chronological reading age.

Every student deserves to be exposed to a wide and varied range of literature in order to improve their social and cultural awareness and maturity.

It is vital that our students have the literacy skills to enable them to access the curriculum, the exam and the wider environment outside of school.

Our intention is to create vocabulary rich literate learners.

Teachers at Shoreham Academy are required to:

- Demonstrate appropriate knowledge and understanding of the literacy opportunities in the subject area being taught.
- Be mindful of the reading ability of the classes they teach.
- Utilise a range of quality resources that enable all students to access their learning. For example, using the Frayer model or looking at the Etymology of the key command words in their curriculum.
- Provide swift and effective intervention in all Key Stages to raise the attainment of those students who need more assistance.
- Ensure that marking of students' work is consistent with the school literacy marking policy.

- Challenge and develop the culture of reading in both themselves and the students they teach.
- Be aware of an individual's special educational needs.

As an Academy we will achieve this through:

- Enthusiasm and consistency.
- Developing and maintaining the Mentor Reading programme.
- Using targeted Intervention with year 7 students who come to us below chronological reading age to 'catch up – keep up'. This involves using data from KS2 and reading test data from the first few weeks of year 7 to highlight and target those students who will benefit from focused intervention. This will develop their reading and writing ability and improve their communication.
- Using Direct Instruction Intervention with carefully selected students as a trial to making a difference in their attainment.
- Sharing good ideas and practice around the school. Through CPD, INSET and meeting with various work parties around the school. This will also be shared with staff through the Teaching and Learning weekly information.
- Provision of an outstanding CPD programme personalised to meet the identified needs of all colleagues in order to build their confidence in areas of development.
- A commitment to identifying and reviewing what constitutes good literacy skills.
- Giving feedback to students that is effective and meaningful and allows them to respond showing development of their literacy skills.
- Robust Quality Assurance of Literacy through:
 - Review through the Teaching and Learning Work group to assess how literacy is addressed in each subject.
 - Supportive Learning Walks in Mentor time to maintain consistency of Reading programme.
 - 'Book Looks' to evaluate the effectiveness of marking feedback, quality and consistency.
 - Performance Management Observations.
 - Provide Reading Books via the RED bookcases around the school to enable students to bring and swap books for free.

Parents and Carers

Parents and carers can support the implementation of this policy by:

- Reading with their children and encouraging them to read more widely. Asking questions about what their children are reading and making sure that they are taking an active role in their child's progression.
- Buying books as presents or encouraging the student to buy their own.
- Visiting libraries or literacy events.
- Reading the comments written by teachers regularly.
- Supporting the school in checking that students are correcting misspellings and grammar.
- Supporting the school in providing a bag that can accommodate books comfortably.
- Making every effort to attend parents' evenings as required.
- Reading and engaging with the one word at a time suggestion emailed out weekly

Students

Students can support this policy by:

- Writing answers to questions using full and complete sentences.
- Spelling words correctly and using support materials (e.g. dictionaries, word walls) to help spell words they may find difficult. Thinking about words in different contexts to see if it helps them understand it.
- Structuring work with paragraphs to signal a change of topic, change of speaker, change of time and change of place.
- Using punctuation, including full stops, commas, semi-colons, question marks, apostrophes, quotation marks and speech marks, correctly.
- Beginning a sentence with a capital letter, along with all proper nouns.
- Use discursive markers or connectives, such as 'finally' and 'however', to signal the development of an argument or their opinion, or their consideration of another's opinion.
- Planning, organising, drafting, editing and reflecting on their writing.

- Using formal Standard English in their writing as appropriate.
- Not using “text speak”, inappropriate informalities and abbreviations.
- Through their reading and writing, being increasingly familiar with the key vocabulary of each subject.
- Taking pride in the presentation of their work.
- Writing the title and date of all work in full.