



Literacy Policy

All students benefit from the development of high level skills in literacy; such development is essential if students are to achieve their potential in any given subject.

For the majority of our students English is not their first language, nor the language that is generally spoken at home, so it is vital to try to extend their language and knowledge at every opportunity. Effective literacy skills are key in equipping students with the skills and knowledge they need for life beyond school.

At Waverley Studio College we all share the responsibility for giving our students the best opportunity for success in the future.

Language is the medium through which all students learn and express themselves in all areas of the curriculum and teachers have a stake in building effective literacy.

At Waverley Studio College we aim to encourage students to read, write, speak and listen with increasing effectiveness in order to achieve their full potential.

Statutory requirements

These are laid out in the National Curriculum English Document (2000) and in the Language and Literacy section of the Curriculum Guidance for the Foundation stage.

Department for Education (2012), Teachers' Standards:

Promote high standards of literacy...whatever the teacher's specialist subject.

Ofsted (2012 April), The framework for school inspection:

Ofsted inspectors will judge how well pupils develop/teaching enables a range of skills, including reading... and how well they apply these across the curriculum.

Ofsted (2012 March), Moving English Forward:

"All teachers should have a better understanding of the role literacy plays in their subject... and...[this will] enable them to understand how improved reading, writing and speaking and listening skills would help them make more progress in their own subject" (p. 54).

Key Stage 4

Children develop their literacy skills in all subjects. They learn to appreciate, understand and interpret a wider range of texts at increasing difficult levels. In English, children will begin to develop an understanding of the writers' craft and deduce intentions, with reference to historical and social

contexts, as well as developing writing skills. Literacy skills are reinforced across subjects. All subjects will teach reading and writing skills pertinent to their subject area. All teachers will reinforce the importance of accurate spelling, punctuation and grammar as well as clear and appropriate communication skills.

Key Stage 5

At key Stage 5 students will have the opportunity to improve their literacy skills even further in a number of ways. All subjects will teach reading and writing skills pertinent to their subject area. All teachers will reinforce the importance of accurate spelling, punctuation and grammar as well as clear and appropriate communication and presentation skills. This will be further developed in work placements and through vocational experiences. Students will also have the opportunity to re take an English qualification at Level 2 and at A-Level

Management of Whole School Literacy:

- The school development plan highlights the need to develop pupils' achievement in English at KS4 and literacy across the school; it also outlines actions and impacts.
- Literacy development in the school will be co –ordinated and led by a senior teacher/SMT member
- INSET will be delivered on a regular basis to staff during whole school CPD and at department level
- The MQTL cycle will be used to monitor and evaluate the teaching of literacy skills when possible
- All departments will be given literacy objectives to meet each term – monitored by the literacy coordinator

Departmental Provision for Literacy:

- All departments will highlight literacy in their marking.
- All departments will have an identified text type which they will teach and reinforce in detail
- All departments will have an identified spelling list of key words they will use and reinforce with pupils in KS4
- Spellings, key words and text type will be reinforced through display in all departments
- All departments will be able to use the literacy placemat to reinforce literacy skills.
- All departments will use a variety of DARTs activities to help pupils engage with texts, give students opportunities for reading in class and make sure texts are accessible to students.
- All departments will be given training on visual literacy and how it can be used to develop literacy skills
- All departments will give pupils opportunities, when appropriate, to use a variety of planning, scaffolding and writing frames, and will encourage writing at length once per half term.
- Teachers resources and speech will model high standards of literacy

Whole School Provision:

- Form tutors will have book boxes with a range of fiction and non fiction texts to use in form time for silent reading
- Paired reading to be established to help and encourage weaker or reluctant readers
- The literacy objectives for each term will be shared and highlighted with pupils and parents
- English and humanities will be provided with spelling dictionaries to use in class
- All pupils will be provided with a laptop to use at home and/or access to ICT equipment to help with a variety of literacy skills
- Writing and reading competitions will be encouraged across the school to highlight and celebrate literacy
- Film club is established in school to develop visual and media literacy
- SEN department will provide strategies and support for students whose literacy skills are below expected levels or for any students who have a learning disability which impedes their literacy development (see SEN policy)
- Use of assemblies to highlight literacy, its importance and the learning resource centre.

Monitoring and Evaluation:

- Monitoring will take place through the MQTL cycle involving observation, lesson plans and book monitoring
- Data will also be used to track the progress of students in all subjects – especially English and Humanities which are ‘literacy rich’ subjects
- Literacy co ordinator to give feedback to SMT/Governors once per term on developments/impacts
- Targets for literacy development will be set each year by SMT and will be in line with school targets.
- Use of the library will increase by -% for each year group – target to be set each year by SMT
- Registers, copies of assembly materials and SEN monitoring will also be used to chart developments and progress.

Policy adopted by Waverley Education Foundation Board of Trustees on: 06/12/2016

Policy to be reviewed on: December 2017

Signed:

X _____
Chair of Trustees

X _____
Principal