

Holy Cross Catholic High school

Literacy Policy

1. Aim

To ensure the highest standards of literacy, articulacy and the correct use of Standard English

2. Objectives

2.1 To ensure that our pupils foster a love for reading and read frequently

2.2 To ensure that all teachers, in all subjects, and in all lessons, actively develop the literacy skills of our pupils

3. Guidelines

3.1 All pupils in year 6 will receive a book to read over the summer break which will be studied and analysed in depth during the autumn term of year 7

3.2 All pupils in year 7 will complete a reading and spelling test on entry. Pupils will be given clear literacy targets to work on and the process will be repeated again in year 8. Pupils with a reading age below 10 years will take part in an intensive reading and writing course. Such pupils will be removed from lesson three to four times each week, and will receive close, structured tuition from Literacy Tutors. Once satisfactory progress has been made those pupils will return to their normal timetable

3.3 To promote reading for pleasure, all pupils will read during at least one single tutor period during the course of the week. All English lessons in years 7-9 will begin with a short period of silent reading. It is the responsibility of Tutors and the subject leader of English to ensure this takes place

3.4 At least once per fortnight each English class will attend a library lesson where they will read in silence, exchange their accelerated reader book or take an online test. The lead teacher and HLTA responsible for Accelerated Reader will track progress of all pupils' reading age, regularly informing each English teacher of their individual pupil's current attainment and progress. Rewards will be given to those pupils demonstrating exceptional effort and progress towards their target

3.5 The following codes must be used to draw attention to aspects of literacy:

- P = Punctuation mistake
- c/s = Comma splice mistake
- s = Spelling mistake
- CL = A capital letter is missing
- // = New paragraph needed
- G = Grammar mistake
- T = Tenses mistake

All pupils in the school will have these codes stuck on the front of their books at the start of the academic year

3.6 English and Modern Foreign Languages teachers will continue to teach their subjects using their established strategies, but may choose to apply some aspects of the literacy policy

4. Expectations

4.1 Teachers are expected to:

- 4.1.1 Demonstrate consistently high standards of literacy
- 4.1.2 Provide opportunities for pupils to read, talk, listen, write and use basic arithmetic in class
- 4.1.3 Explicitly state what aspect of literacy is being developed in each lesson
- 4.1.4 Highlight no more than five literacy errors for any one pupil. Errors will be highlighted using the codes from the Literacy Mark Scheme. Where an error is identified the teacher will write the correct code in the margin adjacent.

4.2 Pupils are expected to:

- 4.2.1 Correct any literacy errors in green pen
- 4.2.2 Routinely visit the school library to exchange their accelerated reader book and take the appropriate on-line test.
- 4.2.3 Attend their Tutor period and English lessons with their reading book

4.3 Parents are expected to:

- 4.3.1 Encourage pupils to read
- 4.3.2 Try and provide a quiet place where pupils can read and encourage them to use the school library
- 4.3.3 Routinely use the Accelerated Reader website to monitor the books their child has read and the progress they are making

4.4 Middle leaders are expected to:

- 4.4.1 Ensure that pupils are reading in silence during at least one single tutor period during the course of the week.

4.5 The Leadership Team are expected to:

- 4.5.1 Ensure that the whole school literacy policy is fully implemented
- 4.5.2 Evaluate the impact of this policy on the quality of literacy skills

A Review of the Literacy Policy will take place in May 2019