

# Ellesmere Port Catholic High School

## Literacy Policy

### Aims:

***“All teachers should demonstrate an understanding of and take responsibility for promoting high standards of literacy and the correct use of standard English, whatever the teacher’s specialist subject.”***

Ellesmere Port Catholic High School wants students to be highly effective communicators who can represent themselves and others with confidence and aplomb. The school will initiate a range of strategies to promote ‘Literacy Across the Curriculum’ for all students, extend the experiences of the most able and support the needs of those who may experience difficulties with literacy.

### Provision and enhancement of Literacy across the Curriculum:

Through the provision of English teaching, the library, the SENDCO and the guidance and support of *all* of our staff, we promote an ethos of reading and confidence with language. The school seeks to narrow the gaps between ‘groups of learners’ whatever their diverse need or background.

Students with SEND are supported to enable them to make good progress with their literacy. We monitor our students to identify any who may be in need of extra literacy support and, through our various intervention programmes, differentiated lesson planning and other measures, we provide appropriate resources, mentoring and tailored teaching to address the needs of learners so that they may realise their potential across our curriculum.

We have identified some priorities that we believe will further improve literacy and learning across the curriculum whilst promoting efficacy in language, precision of expression and an interest in reading, research and effective communication.

**Well established measures, procedures and strategies which are currently implemented across the curriculum will continue to be promoted, supported and resourced.**

### Roles and responsibilities:

#### The Headteacher will:

- ensure a Literacy Co-ordinator is appointed

#### SLT will:

- Carry out book monitoring as part of the MER process with a specific focus on the implementation of the literacy marking policy and use of constructive feedback.
- Periodically review policies and strategies in light of assessment data and emerging needs of individuals or sub-groups.
- Monitor the effectiveness of the policy through observations of teachers’ lessons and work sampling.

**The Literacy Co-ordinator will:**

- Oversee literacy across the curriculum. The work and progress will be monitored by the Headteacher and his/her line manager.
- Formulate literacy strategies for use in school
- Embed a literacy mark scheme
- Establish measures, procedures and strategies and monitor progress
- Identify priorities to improve literacy and learning across the curriculum whilst promoting efficacy in language, precision of expression and an interest in reading, research and effective communication.
- Ensure a range of intervention programmes are in place to support students' literacy needs
- Arrange for appropriate resources to be available for students throughout key stage 3,4 and 5
- Mentoring is available and tailored teaching is in place to address the needs of learners to allow them to realise their potential across the curriculum.
- Be present when book monitoring is taking place by a member of SLT.
- Arrange additional training and support for staff who teach EAL students in order to ensure personalised provision is available for each student by the SENDCO and EAL specialist.
- Ensure all KS3 students complete reading tests and ensure that the results are used across the curriculum to inform planning and target groups
- Implement reading schedule for KS3 classes to ensure reading takes place for 20 minutes a day.
- Ensure pupils with a reading age of 9.00 or below are targeted by the SENDCO for specific intervention and support.
- Implement additional literacy lessons to focus on developing literacy skills for students.
- Monitor targets and assist teachers of students identified with literacy needs across the curriculum
- Ensure the Reading Buddies programme is in place for students identified with literacy needs.
- Provide ITT students and NQTs with training on literacy across the curriculum and guidance about the policy.
- Take responsibility for writing to parents/carers about encouraging reading and literacy at home and the new focus upon Standard English and spelling, punctuation and grammar (SPG) in the mark schemes of relevant awarding bodies.
- Provide ZPD scores for students to help parents browse suitable books in their children's ability range.
- Launch a literacy page on the school website to showcase pupils' work and keep parents updated with literacy initiatives and strategies.
- Work with the Assistant Headteacher for Raising Achievement to ensure activities, worksheets and appropriate support is available through 'Show My Homework'.
- Co-ordinate literacy themes across the curriculum
- Monitor curricular collaboration of literacy themes

**Subject Leaders will:**

- Ensure teachers in their department include literacy into their schemes of work
- Ensure that the literacy mark scheme is inserted or glued into the front of books and is prominently displayed in every classroom.
- Make clear literacy should be promoted in all lessons at every opportunity in line with literacy themes
- Ensure subject specific vocabulary is displayed in classrooms and encourage appropriate use of words.
- Appoint a literacy link in their department.

- Support the literacy co-ordinator in ensuring all KS3 pupils complete reading and spelling tests through the Accelerated Reader Programme.

**Designated literacy links will:**

- Attend half-termly meetings and provide exemplar pieces of work to demonstrate the use of the 'marking for literacy' policy and literacy strategies.
- Contribute to support future planning for literacy provision, intervention and support.

**Teachers will:**

- Monitor students to identify any who may be in need of extra literacy support
- Ensure differentiation is included in lesson planning
- Ensure M.A.D. time is available for students to record errors and identify where progress needs to be made.
- Ensure that the literacy mark scheme is inserted or glued into the front of books and is prominently displayed in every classroom.
- Ensure there is a consistent element of literacy marking, feedback and target setting for every student as well as written comments and grading as appropriate.
- Incorporate elements of literacy in lessons consistently.
- Use subject specific vocabulary classroom displays.
- Ensure all pupils in Yrs 7&8 carry a book of their choice at all times and read in class every day for 20 minutes.
- Use reading age to assist in the planning and delivery of lessons.

**Form tutors will:**

- Carry out activities that promote literacy during form time.
- Ensure students are reading on designated mornings in form.

**The library will:**

- Ensure diverse reading materials are available
- Have a literacy area with text books, exercises and materials that students can access to address common areas of weakness
- Offer structured support for homework and research
- Ensure reading and literacy across the curriculum is given high priority.

**The SENDCO/Assistant Headteacher Inclusion & Diversity will:**

- Provide intervention and support for students with a reading age of 9.00 or below.
- Assign a trained LSA or Yr 13 student as a reading partner to develop a range of reading skills

**Policy Summary:**

1. A Literacy mark scheme will be implemented. It is intended that every exercise book, in every subject will have the Literacy mark scheme inserted or glued into the front. The mark scheme will also be prominently displayed in every classroom. Thus, pupils' use of standard English (SE) and accurate spelling, punctuation and grammar (SPG) will be given heightened status in written and verbal feedback.

2. The Library will have an area for materials and resources relating to Literacy support.
3. There will be continued and heightened tracking of sub-groups in order to identify and monitor intervention strategies.

**Signed on behalf of the Governing Body**



**Mr J Coucill  
Chair of Governors**

Date:	October 2018
Date of Review:	July 2019
Lead for Review:	Miss J Wildman/Mr P O'Donnell
Governor Committee:	Achievement, Teaching & Learning