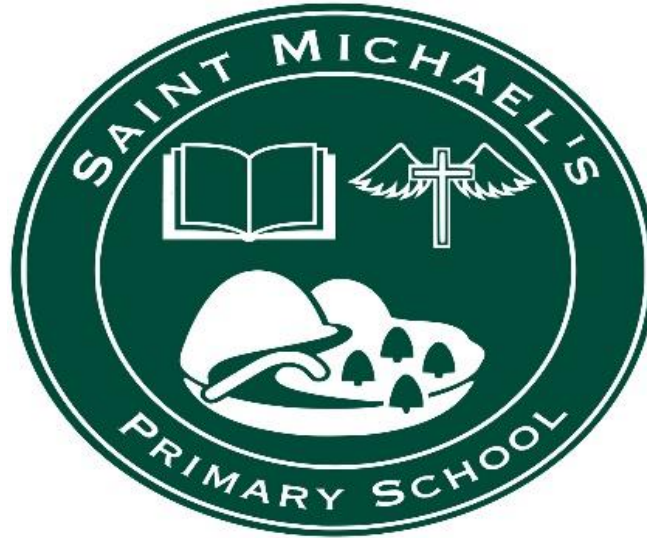


St Michael's PS

Dunnamanagh



Literacy Policy

Signature of Chairperson of Board of Governors: _____

Signature of Principal: _____

Date approved: _____

Completed on: October 2020

Review Due: October 2022

CONTEXT:

The stated vision of the Department of Education for Northern Ireland (DENI) is: 'To ensure that every learner fulfils his or her potential at each stage of his or her development.' (DENI 2010).

This has been enunciated in the overall aim of the Northern Ireland Curriculum (DE 2008), which says, 'The N Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.'

The School Improvement policy document, 'Every School a Good School (ESaGS),' (DENI 2009) has outlined indicators of what will be recognised as effective performance under four headings:

- Child centred provision
- High quality teaching and learning
- Effective leadership
- A school connected to its local community.

INTRODUCTION:

At St. Michael's Primary School, we believe that pupils' literacy skills, i.e. their ability to talk, listen, read and write effectively, for purpose and audience, is the key to educational progress, to social integration and to personal development and happiness.

This policy document will outline the strategies and approaches we will support and develop in order to ensure that each child becomes equipped with the necessary language knowledge, understanding and skills.

The continuity and progression in our language planning will be underpinned by the learning intentions outlined in the Primary Language Framework.

At St Michael's P.S. we intend that, by the end of Key Stage 2, a child will be able to:

- speak confidently to a range of audiences with an awareness of purpose
- read and write with confidence, fluency and understanding, orchestrating a range of independent strategies to self-monitor and correct
- have an interest in books and read for enjoyment
- have an interest in words, their meanings, developing a growing vocabulary in spoken and written forms
- understand a range of text types and genres and be able to write in a variety of styles and forms appropriate to the situation
- develop the powers of imagination, inventiveness and critical awareness
- use a suitable technical vocabulary to articulate their responses.

STATUTORY REQUIREMENTS

Statutory requirements for the teaching and learning of English are laid out in the N. Ireland Curriculum for English (CCEA, 2007) and include:

In the Foundation Stage children should be given opportunities to:

- talk and listen and represent ideas in their activities;
- use communication, language and literacy in every part of the curriculum;
- become immersed in an environment rich in print and possibilities for communication.

At Key Stage One (Years 3 and 4), children should learn

- To speak confidently and listen to what others have to say.

- They should begin to read and write independently and with enthusiasm.
- They should use language to explore their own experiences and imaginary worlds.

At Key Stage Two (Years 5-7), children should:

- Learn to change the way they talk and write to suit different situations, purposes and audiences.
- They should read a range of texts and respond to different layers of meaning in them.
- They should explore the use of language in literary and non-literary texts and learn how the structure of language works.

CHILD CENTRED PROVISION:

The following indicators from ESaGS will be reflected in the school's approaches:

- Decisions on planning, resources, curriculum and pastoral care reflect at all times the needs and aspirations of the pupils within the school.
- A clear commitment exists to promoting equality of opportunity, high quality learning, a concern for individual pupils and a respect for diversity.
- A school culture of achievement, improvement and ambition exists with clear expectations that all pupils can and will achieve to the very best of their ability.
- Effective interventions and support are in place to meet the additional education and other needs of pupils and to help them overcome barriers to learning.
- There is a commitment to involve young people in discussions and decisions on school life that directly affect them and to listen to their views.

Inclusion:

We aim to provide for all children so that they reach their full potential in English according to their individual abilities. We will identify which pupils or groups of pupils are under-achieving and those with special educational needs in order to take steps to improve their attainment. Gifted children will be identified and suitable learning challenges provided.

In line with **Count Read: Succeed – A Strategy to Improve Outcomes in Literacy and Numeracy (2011)** we will adhere to the recommended 5 step approach to raising standards.

1. Provide high-quality teaching for all pupils (through the use of modeled, shared and guided teaching strategies);
2. Address underachievement as soon as it emerges (through focused guided/independent work and individual target setting);
3. Address continuing underachievement with support from within the school. This will include WordShark.
4. Address continuing underachievement with support from outside the school,
5. Meet the needs of pupils after a non-statutory assessment through the SEN framework.

Underachieving children are identified using the following assessments:

- Progress Tests in English (PTE)
- Cognitive Ability Tests (CAT)
- Early Literacy Tests
- Star Reading Test

The classroom assistant will work with some of these children under the guidance and direction of the class teacher.

SEN pupils will be supported through the use of IEPs, implemented in class by the teacher.

Intervention Programmes

Accelerated Reading Programme

In this programme children from year 3 to year 7 take part in a computer based programme which tests reading comprehension. Pupils select books based on their current reading level, read independently and then take an independent comprehension test on the computer. Each book is worth a certain number of points based on its length and reading level. The program tracks the pupils' progress over the course of the school year.

Worshdark provides a fun and effective games-based solution for students learning to spell and read. The program is especially useful for those with learning difficulties in spelling.

Equal opportunities

All children are provided with equal access to the English curriculum. We aim to provide suitable learning opportunities regardless of gender, ethnicity or home background.

HIGH QUALITY TEACHING AND LEARNING

The following indicators from ESaGS will be reflected in the school's approaches:

- A broad and relevant curriculum is provided for the pupils.
- An emphasis on literacy and numeracy exists across the curriculum.
 - Teachers are committed and enthusiastic, enjoying a positive relationship with their pupils and with other school-based staff and dedicated to improving learning.
 - Teachers use adaptable, flexible teaching strategies that respond to the diversity within the classroom.
- Assessment and other data is used to effectively inform teaching and learning across the school and in the classroom and to promote improvement.
- Rigorous self-evaluation is carried out by teachers and the whole school, using objective data and leading to sustained self-improvement.
- Teachers reflect on their own work and the outcomes of individual pupils.
 - Education outcomes reflect positively on the school and compare well, when benchmarked measurement is undertaken, against the performance of similar schools.

Subject Organisation

The English Curriculum is delivered using the requirements in the Northern Ireland Curriculum for Language and Literacy.

We recognise that a sound underlying organisation and management of the classroom environment is crucial to support learning. Organisation will vary to suit the purpose, context and children involved. The needs of all pupils will be identified and met through effective curricular programmes and support arrangements.

Classes are organised as follows:

Class	Teacher
Foundation Stage	Mrs. A. Doherty
Key Stage One	Mrs K. Carlin
Primary 5/6	Miss O. Devine (Literacy Co-coordinator)
Primary 6/7	Mrs J. Carlin (Principal)

The following range of organisational strategies will be employed:

- whole class teaching
- Small group teaching (size, flexibility and composition of the groups will be given consideration - e.g. peer, ability, mixed ability, friendship groups, etc.)
- paired work - similar ability or less experienced pupil working with more experienced pupil
- individual - one-to-one tuition by Teacher and/or support by Classroom Assistant • independent work

Attention will be given to classroom layout, wall displays, access to a diverse range of resources (fiction, non-fiction, ICT, media texts, and the provision of library areas, writing areas and listening areas with appropriate equipment).

Progress is enhanced when teachers are sensitive to differences in learning styles. Since children learn in different ways and at different rates, a flexible approach which encourages children's active engagement in their learning through problem solving will extend the pupils' use of language and promote independence. Teachers will have realistically high expectations and will ensure that all children understand what is expected of them by making children aware of the intended learning intentions and the success criteria. This may be supported by a learning board.

The curriculum provides the context for literacy development; hence cross-curricular opportunities will be used to the best advantage to develop all aspects of talking, listening, reading, writing and thinking. Children will have opportunities to

develop talking and listening skills through a range of oral and practical activities, including drama and role play. Teachers will employ a range of teaching approaches which will meet the needs of individual pupils, groups and whole classes.

Planning for Literacy

Whole school planning makes effective use of the potential contribution of other curricular areas and ensures continuity and progression between year groups, classes and Key Stages. Regular communication takes place between staff at all levels of planning.

Progression and continuity between year groups will be developed using the Language Framework. Planning will be done within Key Stages and will outline both medium and short term goals. These targets can then be finely tuned by teacher's who write Individual Education Plans (I.E.Ps) where necessary. Each teacher has responsibility for planning and will monitor progress through monthly planning, which will identify specific learning intentions

Approaches to Talking and Listening

The strands of talking, listening, group discussion and interaction and drama pervade the whole curriculum. Oral language should be recognised as the primary mode of language and hence should receive a central emphasis and focus in all areas of the curriculum and in the life of the school. Pupils are encouraged to listen attentively and to speak clearly, confidently, fluently and appropriately for a variety of different audiences and purposes.

Throughout Foundation Stage, Key Stage 1 (KS1) and Key Stage 2 (KS2), children will be given opportunities to express their ideas in speech, to describe their own ideas, to make plans and to take part in discussions. They will learn the conventions of conversation, taking turns, allowing others to speak, responding appropriately to what has been said and valuing the opinions of others.

All members of staff at St. Michael's P.S. have the responsibility to ensure that all children are empowered to speak and express their ideas.

Children will be encouraged to speak in a range of contexts and, as they grow older, adapt their style of speech appropriately. Speaking and listening permeates all areas of the curriculum. The children learn from early on to plan their work, listen to the plans of others, recall and assess their work and to listen while others recall. It is only when speaking and listening skills have been developed that children can effectively work cooperatively and collaboratively.

Structured Activities to Promote Talking and Listening

- drama activities
- circle time
- show and tell time
- oral dictations (spellings)
- shared and guided reading
- telling or reading a story to/with a class
- speeches and persuasive arguments/discussions
- play scripts
- school productions and assemblies
- Speech Feis

Many of these activities will be delivered as part of their Literacy lesson. However other opportunities are given throughout the day to encourage and facilitate speaking and listening.

Teachers plan for all these strands using the Language Framework.

Approaches to Reading

Reading is a thoughtful process which requires the reader to contribute his or her own experiences and thoughts to the comprehension of the written word. The ability to read is fundamental to many aspects of life, and is central to developing understanding in a wide range of areas of the curriculum. As print occurs all around, it is important to think of reading in a wider context than only books.

In this school teachers plan for the teaching of reading through modeled, shared, guided, silent, paired and independent reading sessions. Emphasis is placed on the importance of comprehension skills and strategies, which must be developed and encouraged from Year 1. Enjoyment of reading is fostered in the language lessons, across the curriculum and beyond the classroom. Involvement of parents is recognised and considered critical in this context.

We aim for the children at St. Michael's to:

- become fluent, confident, readers.
- read with enjoyment.
- read and respond to a wide range of different types of literature.
- understand the layout and how to use different types of books.
- understand the sound and spelling system, and use this to decode words with increasing accuracy.
- read aloud with expression and clarity.

We aim to develop, through our teaching of reading, the following attitudes:

- Curiosity and interest
- Pleasure and sensitivity
- Critical appraisal
- Independence
- Confidence
- Perseverance
- Respect for other views and cultures
- Reflection

The teaching and learning of reading will run across the entire curriculum. We aim to provide a rich reading environment to develop the children's skills in reading. Teaching strategies aim to enhance children's motivation and involvement in reading and to develop their skills.

Each teacher will:

- ensure that the teaching of reading is incorporated into medium and short term planning
- ensure that the teaching of reading is delivered in the ways outlined in this policy
- inform the Literacy Coordinator of any related issues
- ensure children with specific reading difficulties are identified and supported in school and seek external support where necessary.

In St. Michael's P.S. children begin Year 1 with the development of phonological awareness skills and are introduced to the school's Sounds Write phonics programme. When appropriate, children move to guided reading sessions where they begin the process of independent reading.

Parents are informed of the school's homework policy with regard to reading. Parent-teacher meetings are held in Term 1 to facilitate this. Each child will have their own reading record diary and parents are encouraged to sign this. Each classroom has their own library which is available for pupils to borrow books on a regular basis as part of the Accelerated Reading Programme. Each class teacher is responsible for this. Children are also encouraged to become members of their local library and the school welcomes the Library bus on a fortnightly basis.

Approaches to Writing

At St. Michael's P.S. we believe that the ability to write with confidence and accuracy is an essential life skill. Writing is a complex process that draws upon more than handwriting and spelling. It is the ability to construct and convey meaning in written language. Successful writers understand the social function of writing in order to use different genres appropriately, matching it to audience and purpose. Writing also requires the writer to understand and apply accurately the conventions of syntax, spelling and punctuation whilst presenting narrative in a legible form. Teachers plan carefully to provide writing opportunities that develop successful, effective writers. This involves differentiated planning suited to the ability of the

writer, leveling writing using the levels of progression, discussion with colleagues and scrutiny of work within year groups and throughout the school.

Aims and Objectives

- Writing is seen as purposeful.
- Children will have a clear understanding of the structure and language features associated with different genres of writing.
- Teachers will have sound subject knowledge and high expectations of what children can achieve.
- Teaching is well paced and engaging based on a clear understanding of the objectives.
- The links between reading and writing are made explicit - we read as writers and we write as readers.
- There is a clear progression in the teaching of writing which includes the familiarisation of the text type through reading, the identification of structure and language features, modeled writing, shared writing, guided writing and independent writing.

Opportunities for writing and teaching writing skills will be integrated into all aspects of the curriculum. By utilising cross curricular links we can give writing a purpose and audience. Children are helped to see links between different areas of the curriculum and to appreciate how their knowledge, skills and understanding in one area can inform learning in others.

ICT

This is a vital means of developing language in the context of the modern world. Pupils will:

- have opportunities to compose text directly on screen.
- be taught how to use word processing techniques to develop writing skills
- check their composition for written accuracy using grammar and spell check facilities.

Special Educational Needs

St Michael's PS seeks to meet the needs of all pupils. Accordingly, the Special Educational Needs Coordinator and the Literacy Co-coordinator will liaise with parents of those pupils who are experiencing difficulty in developing literacy skills. Through discussion, they will determine how best individual pupil needs are supported and met, in school and at home.

IEPs will be drawn up, discussed with parents (and pupils) and reviewed termly to plan and assess progress.

As deemed appropriate, advice, expertise and support will be sought from outside support agencies.

Gifted Pupils

Children who display a particular writing aptitude are challenged and given the opportunity to excel. This may be through additional targeted support, differentiation within class and extended homework tasks.

Resources

Teachers use the Collins Literacy Scheme and PrimEd Writing resources relevant to their year group. Each scheme is divided into the different genres taught in each term. Teachers draw upon many additional resources to support writing.

Monitoring and evaluation

Monitoring and Evaluation of effective teaching and learning in literacy will be conducted through:

- bookscoops;
- collective teacher standardisation of levels in work;
- teacher 'walk around school' (wall displays reflecting planning, teaching and learning)
- review of action plan;
- and use of 'Pupil Voice'
- This is achieved in a variety of ways including the Literacy Coordinator reviewing planning, having discussions with staff and pupils and providing

appropriate and high quality resources. Responsibility for the quality of teaching and learning of writing rests with the class teacher.

Staff Development

We are committed to ensuring that all staff develop and maintain their skills in the teaching of writing. Staff are encouraged to identify areas in which they feel they may benefit from further training. Training needs may also be identified by the Literacy Coordinator. Training may be provided in a number of ways including in school provision and attendance at courses.

TS and PCs/Cross curricular opportunities for literacy development

At the heart of the Northern Ireland Curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and for operating effectively in society. Thinking skills are tools that help children go beyond the acquisition of knowledge to search for meaning, apply ideas, analyse patterns and relationships, create and design something new and monitor and evaluate their progress. Language and thinking are mutually interdependent. The quality of a child's language will have an effect on his thinking abilities and vice versa. In St. Michael's P.S. we will endeavour to help children develop thinking skills and personal capabilities through the enhancement of their communication skills using the TS&PC framework.

The Role of ICT in Supporting and Developing Literacy and Language

Opportunities to use ICT to support teaching and learning in Literacy will be planned for and used as appropriate. We aim to make maximum use of ICT across the curriculum to promote the pupils' literacy and language skills, as well as developing competence in ICT skills. All pupils will have the opportunity to access computers and Ipads. There are many software packages that encourage reading, discussion and writing as well as C2K software titles. The Internet opens up a whole new world to our pupils, and it can be used to develop and foster skills such as reading, listening, thinking, writing and researching. The Range of ICT Resources available include:

- Collins Literacy Scheme
- Ipads
- Word processors
- Interactive Whiteboards C2K (with Internet access)
- Literacy Software and Apps

Assessment and Target-setting

Work will be assessed in line with the school's Assessment Policy. Progression and continuity between year groups will be developed using the Language Framework. The children's progress and achievement is measured using a range of diagnostic, formative and summative assessment procedures, which both monitor progress and inform future planning.

These include:

- classroom observation
- individual assessment and teaching
- screening and diagnostic tests
- end of Key Stage Assessment

Children will be encouraged to assess and evaluate their own performance throughout the school. Their work will be marked positively and constructively in relation to their own previous performance.

Progress is reported to parents verbally and in written form annually.

EFFECTIVE LEADERSHIP:

Role of the Literacy Co-Coordinator

The Literacy Co-Coordinator is responsible, in consultation with the Principal, teachers and parents, for improving the standards of teaching and learning in Literacy through:

Monitoring and evaluating:-

- pupil progress
- management and analysis of relevant data
- provision of Literacy (including Intervention and Support programmes)
- the quality of the Learning Environment;
- the deployment and provision of support staff
- auditing and supporting colleagues in their CPD
- taking the lead in policy development
- advising on purchase of relevant resources
- organisation of resources
- keeping up to date with Literacy developments
- maintaining contact with all stake holders: Principal, Senior Management in the school, teachers, other staff, parents, and pupils
- ensuring channels of communication are open and active with all relevant outside agencies.

The Board of Governors

Regular reports are made to the Governors on the progress of English provision and on the standards being achieved by the school.

A SCHOOL CONNECTED TO ITS LOCAL COMMUNITY:

The education of our pupils is a collaborative enterprise involving teachers, parents, pupils and the wider community. Regular and positive communications will be made between teachers and parents, on a formal and informal basis.

We aim to harness the support of parents/carers and to stimulate greater support in order to enhance the pupils' literacy development. Homework is seen as an integral and co-ordinated element of the school's assessment policy and practice.

Opportunities to promote parental and community involvement in Literacy include:

- Information/ workshop sessions connected to Phonics delivery
- School performances, e.g. Christmas show
- Celebration of Pupil Achievement
- Literature celebrations eg World Book Day, National Poetry Day
- Visitors to the school, e.g. storytellers, visiting theatre groups, poets, writers, etc.
- Visitors connected to cross-curricular learning - eg Salmon Hatchery Project
- Reading Rooms Programme
- Strabane Speech Feis
- School trips
- Involvement in library programmes
- Library Bus
- Shared Education Programme

CONCLUSION:

This policy should be in line with other school policies, including:

- Teaching and Learning Policy
- Assessment and Record Keeping
- Marking policy
- Special Educational Needs Policy
- ICT Policy.