



Literacy Policy

LAST REVIEW NEXT	October 2017	REVIEW PERIOD	Annually
NEXT REVIEW DATE	October 2018	TYPE OF POLICY	Non Statutory

Introduction

Improving the literacy skills of all our students requires a determined, collective effort. All of us working at Inspire Academy have a responsibility for helping our students become literate; able to read and write independently.

To support our students, we adopt specific strategies in our day-to-day lessons across the curriculum. We model the writing process with a focus on spelling, punctuation, grammar and handwriting and presentation.

School-wide aims

To provide our students with the skills and strategies to develop into fluent writers including:

- ❖ encouraging students to take pride in their writing and its presentation;
- ❖ encouraging the enjoyment of writing in a range of forms, for a range of purposes and audiences;
- ❖ using dictionaries and thesauruses to promote accurate spelling and develop students' vocabularies;
- ❖ modelling accurate writing in a range of forms, such as the use of sentence openers;
- ❖ Supporting the identification of ways in which writers achieve their effects.

Strategies

Literacy Focus

A whole school focus is identified each term. (See below) In this way all staff and students have raised awareness of the focus and are provided with support to achieve individual targets in the aspect of writing that is the focus for the term.

Staff are provided with resources to support students' achievement of targets in each subject as appropriate.

Term 1

Focus: Spelling

This includes every student having targets for the correct spelling of High Frequency Words that they are struggling with at their level, using a dictionary to support accurate spelling and learning subject specific words that they need to be able to spell accurately for each subject.

Term 2

Focus: Handwriting and presentation of written work

This includes correct formation and orientation of letters towards cursive script, writing names correctly, dating work and underlining headings

Term 3

Focus: Punctuation

This includes every student having targets for the correct punctuation of written work linked to their next assessment. All students are supported towards mastery of basic punctuation, including the use of the full stop, question mark and exclamation mark. Linked to students'

Milestone targets, every student is supported towards achievement of the next stage in the punctuation hierarchy.

Term 4

Focus: Grammar

This includes understanding and using basic sentence structures towards being able to write accurately and effectively in a range of forms for a variety of audiences. There is a focus on developing understanding of a range of sentence structures and the use of effective adjectives, adverbs and other parts of speech.

Term 5

Focus: Writing for Examinations

This includes being supported to understand the structure and language of examinations across subjects. Learning how to read and spell words that they are likely to encounter in each subject, as well as understanding the forms of writing required for examination success are targets. Students in KS3 will develop skills towards KS4.

Term 6

Focus: Extended Writing

This includes every student being encouraged to draft, edit, proof read and develop their writing at their stage of development, towards being able to write accurately, at length, in a range of forms for different purposes and audiences. The use of effective vocabulary is a focus for students who have mastered basic writing skills.

Intervention Groups

1 to 1 intervention is provided for targeted students.

Monitoring

Progress is monitored and reviewed by Intervention tutors/English and subject teachers.

Resources Area – The Library

Students have access to find information, research, read for pleasure and seek help with tasks.

Speech and Language Therapy

Targeted students receive support to develop speech and language skills.

Subjects

Every subject has subject-specific strategies to deepen the writing skills of students. Every teacher promotes the 'Literacy Focus' for each term and supports students to achieve accuracy in writing.

Every subject identifies commonly used subject specific words and supports students to recognise, understand and spell them.