



United Learning
The best in everyone™

SHOREHAM ACADEMY

Whole School Literacy Policy

Published: April 2023

Next Review: September 2023

Literacy Policy Ethos:

Our goal at Shoreham Academy is to create vocabulary rich, literate learners. Literacy is at the heart of everything we do. Without the ability to read for comprehension, critically respond to written texts, express their ideas successfully in written form and communicate effectively verbally, students will neither be able to access the curriculum successfully nor engage in the world beyond school. Therefore, it is recognised that every teacher at Shoreham Academy is a teacher of literacy, and every subject requires confidence and fluency in literacy in order for students to flourish. There is a coherent approach to supporting the development of students' literacy.

Shoreham Academy Statement of Intent

Every student at Shoreham Academy deserves to leave full time education at the highest level of literacy that they can achieve.

We support every student to leave the academy at least at their chronological reading age.

Every student deserves to be exposed to a wide and varied range of literature in order to improve their social and cultural awareness and maturity.

It is vital that our students have the literacy skills to enable them to access the curriculum, the exam and the wider environment outside of school.

Our intention is to create vocabulary rich literate learners.

A consistent whole school approach to the teaching of vocabulary.

Teachers at Shoreham Academy are required to:

- Use a range of strategies to support explicit vocabulary instruction.
- Deliver key vocabulary that will enable the students to access a wide spectrum of their subject or topic within that subject.
- Model what good reading looks like.
- Model extended writing
- Find and develop opportunities in lessons for verbal responses from the students.

- Demonstrate appropriate knowledge and understanding of the literacy opportunities in the subject area being taught.
- Use a varying degree of complex and diverse texts to support and develop students' reading strategies.
- Ensure that marking and feedback is consistent with the school literacy marking policy. Opportunity for Live Marking should be implemented.
- Challenge and develop the culture of reading in both themselves and the students they teach.
- Be aware of an individual's special educational needs and adapt feedback to enable progress.
- Provide dedicated time in lessons for feedback to be addressed and improved upon.
- Focus on the recovery of students' learning and knowledge and to use the Rosenshine principles to develop students' comprehension and reading ability.

As an Academy we will achieve this through:

- Enthusiasm and consistency.
- An up-to-date knowledge of the latest research regarding improving Literacy in secondary schools.
- Developing and maintaining the Mentor Reading programme.
- Using NGRT tests at Key Stage 3 to get accurate Reading Age data for our students. Sharing this information with teachers to ensure they have a detailed knowledge of their students.
- Providing swift and effective intervention in all Key Stages to raise the attainment of those students who need more assistance. This is informed by a diagnostic and forensic approach to identifying students in need and a tiered approach to intervention.
- Using targeted Intervention with Y7 students who come to us below chronological reading age to 'catch up – keep up'. This involves using data from primary schools and reading test data from the first few weeks of year 7 to highlight and target those students who will benefit from focused intervention. This will develop their reading and writing ability and improve their communication.

- Sharing good ideas and practice around the school. Through CPD, INSET and meeting with various work parties around the school. This will also be shared with staff through the Teaching and Learning weekly information.
- Provision of an outstanding CPD programme personalised to meet the identified needs of all colleagues in order to build their confidence in areas of development.
- Giving feedback to students that is effective and meaningful and allows them to respond showing development of their literacy skills.
- Book Prescriptions - tailor made recommendations from our Literacy Team delivered to specific students.
- DeliverBook– a free online delivery service provided by the Library Team.
- After School clubs: Bookbuzz – games and socialising with reading at the heart of it.
- Reporting to Governors regularly on the progress of our Literacy strategy
- Robust Quality Assurance of Literacy through:
 - Reviewing through the Teaching and Learning Work group to assess how literacy is addressed in each subject.
 - Supportive Quality assurance in lessons to maintain consistency of Reading programme and implementation of Literacy strategies.
 - ‘Book Looks’ to evaluate the effectiveness of marking feedback, quality and consistency.
 - Providing Reading Books via the RED bookcases around the school to enable students to bring and swap books for free.

Parents and Carers

Parents and carers can support the implementation of this policy by:

- Being enthusiastic about their child’s reading. This has a major impact on the children from a very early age.

- Reading with their children and encouraging them to read more widely. Asking questions about what their children are reading and making sure that they are taking an active role in their child's progression.
- Buying books as presents or encouraging the student to buy their own.
- Visiting libraries or literacy events.
- Reading the comments written by teachers regularly.
- Supporting the school in checking that students are correcting misspellings and grammar. This is important in oracy too.
- Supporting the school in providing a bag that can accommodate books comfortably.
- Making every effort to attend parents' evenings as required.
- Supporting students to complete their weekly English and reading homework.

Students

Students can support this policy by:

- Using the vocabulary they learn in lesson, in their verbal and written responses.
- Writing answers to questions using full and complete sentences.
- Taking time to read feedback and address issues that are required for them to improve.
- Showing an enthusiasm for reading and get into a regular reading routine.
- Spelling words correctly and using support materials (e.g. dictionaries, word walls) to help spell words they may find difficult. Thinking about words in different contexts to see if it helps them understand it.
- Structuring work with paragraphs to signal a change of topic, change of speaker, change of time and change of place.
- Using punctuation, including full stops, commas, semi-colons, question marks, apostrophes, quotation marks and speech marks, correctly.
- Beginning a sentence with a capital letter, along with all proper nouns.
- Using discursive markers or connectives, such as 'finally' and 'however', to signal the development of an argument or their opinion, or their consideration of another's opinion.
- Planning, organising, drafting, editing and reflecting on their writing.

- Using formal Standard English in their writing as appropriate.
- Not using “text speak”, inappropriate informalities and abbreviations.
- Being increasingly familiar with the key vocabulary of each subject through their reading and writing.
- Taking pride in the presentation of their work.
- Writing the title and date of all work in full.
- Engaging with all extra-curricular opportunities that develop their Literacy skills.
- Asking for support if they need it.