



LITERACY POLICY

June 2016-19

Literacy for Learning @ Coritani Academy

Vision

Coritani Academy is committed to **fully equipping all students with the ability to communicate effectively**. This will include reading, writing and speaking & listening.

Literacy underpins the academy's curriculum by developing students' abilities to read, write, speak and listen. By developing these essential skills students will be able to use language to learn and communicate, to think, explore and organise their ideas concisely. By helping students to express themselves clearly we will be enriching teaching and learning across all subject areas. Every member of staff, regardless of department or status, has a vital role in supporting the development of literacy at Coritani Academy.

At CORITANI ACADEMY we aim to:

- Support the learning in all subject areas by being clear about the ways we contribute to the development of students' communication skills.
- Develop a shared understanding between all staff of the role that language plays in students' learning & how work in different subject areas can contribute to and benefit from the development of students' ability to communicate effectively
- Recognise that language is central to student development
- Recognise that by raising the standards of literacy this will greatly impact upon teaching and learning
- Develop students' confidence and ability to express themselves clearly and concisely
- Provide additional focus on developing the literacy skills of identified students.

As an academy our vision for T&L underpins our vision for Literacy for Learning. It clearly states that all staff are responsible for ensuring that students' literacy skills enable them to make sufficient progress by:

- Encouraging students to speak and write like an "Expert" – increased use of subject specific terminology, connectives, openers and punctuation
- Facilitating learning opportunities for students to debate / discuss key issues
- Using questioning to encourage students to extend oral answers in class
- Providing opportunities to develop literacy across all subject areas
- Developing understanding of command key words for exam technique
- Use of AIR feedback both in verbal and written form to secure higher standards in literacy.

At a departmental and year group level:

READING.

At CORITANI ACADEMY we want all our students to enjoy reading, to be able to use their reading to help them learn and to develop increasing confidence and competence in reading so they are able to:

- read fluently, accurately and with understanding
- become independent and critical readers
- select information from a wide range of sources and evaluate those sources
- apply techniques such as skimming and scanning effectively in order to research and analyse texts.

Students will have opportunities to:

- read for pleasure.
- read out loud in lessons
- read extended pieces of writing
- develop key reading skills such as skim, scan, close read

Teachers will:

- have access to students reading ages and will make informed decisions about appropriate texts and will plan appropriate support for pupils in order that they may successfully access texts
- understand the terms skim, scan & close read, and implement this into lessons and schemes of work
- develop comprehension skills
- develop thinking skills and the ability to question and challenge printed information and views
- support students' ability to research and investigate from printed words
- support students with their ability to note take
- liaise with the SENDCo and teachers to identify and support any students struggling to develop literacy skills
- encourage reading for pleasure through their role as a tutor
- liaise with parents to support students with their literacy skills

WRITING.

Writing is an integral part of the majority of lessons. At CORITANI ACADEMY we want our students to develop increasing confidence and competence in writing so that they are able to:

- adapt their writing style depending on the format, audience and purpose
- develop ideas fully
- communicate meaning coherently by employing suitable vocabulary and sentence structure
- present their writing clearly using accurate punctuation, correct spelling and legible handwriting

Students will have opportunities to:

- produce extended pieces of writing
- plan, draft, discuss and reflect on their writing
- have access to dictionaries and thesauruses in order to advance word choice
- write in varying styles
- present some writing for display

Teachers will:

- model answers
- expect high standard of presentation in most of students' writing
- provide dictionaries, glossaries and lists of appropriate subject vocabulary and

encourage students to use them

- help students to use a range of strategies to learn spelling (e.g. look → say → cover → write → check)
- develop effective proof reading strategies
- assess work in terms of literacy in accordance with the marking policy.

SPEAKING AND LISTENING:

Talk is our main means of communication in everyday life and is therefore fundamental to the development of understanding. At CORITANI ACADEMY we want our students to develop increasing confidence and competence in speaking and listening so that they are able to:

- clarify and express their ideas and explain their thinking
- adapt their speech to a widening range of circumstances
- use varied and specialised vocabulary
- speak for a range of purposes (e.g. evaluate, explain, analyse, etc.)
- listen with understanding and respond sensitively and appropriately.

Students will have opportunities to:

- offer extended answers
- use speech in order to solve problems / work in teams
- adapt speech depending on audience and purpose
- adapt their speech to a widening range of circumstances including paired and group discussions and speaking to a larger audience
- listen with understanding and respond sensitively and appropriately

Teachers will:

- model answers
- use questioning techniques effectively in order to allow students to extend their oral responses.
- use varied and specialised vocabulary and encourage students to incorporate this into their response
- provide planned opportunities for students to engage in purposeful talk, both formally and informally.
- consider pace and timing so purposeful talk is maintained

RESOURCES:

As an academy we aim to provide:

- displays of reading material relevant to topic and/or vocabulary that will aid progression
- “Speak like an Expert”: access to extended vocabulary
- reading material of high quality which is up to date, relevant and balanced in its presentation of ethnicity, culture and gender
- a learning environment which is conducive to good literacy practice.

ASSESSING LITERACY ACROSS THE CURRICULUM:

- when assessing work across the curriculum we value all three areas – reading, writing and speaking & listening
- we should take into account students' performance in reading, writing and speaking & listening when assessing and reporting on students' progress
- when setting writing tasks we will make it explicit what are the key features of language you expect.

When responding to students' work we should:

- make comments which are positive and supportive
- target specific areas for improvement and facilitate effective green pen response to close gaps or extend literacy skills further.
- create opportunities for personal reflection & peer assessment.

Review: This policy will be reviewed by governors on an annual basis.

Date of next review: September 2017.

Signed: