



WOOLWICH POLYTECHNIC SCHOOL
PolyMAT
Whole School Literacy Policy

Teaching Standards make it plain that **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.

Literacy teaching and the application of literacy skills will be a focus across the school and in a range of different subjects. Schools might be expected to have comprehensive policies on the teaching and application of literacy skills within subjects.

Reading, writing and communication (literacy) - Ofsted October 2011

Aims of Literacy Policy:

- To ensure rates of progress are beyond national expectations for all groups of pupils in all subjects.
- To exploit a range of learning and teaching strategies to develop pupils' literacy skills.
- To promote and drive the message that literacy is the responsibility of **all** classroom practitioners, both teaching and associate staff, regardless of their subject area.

The aims of the policy will be monitored through observations, data, book audits and learning walks.

Literacy is defined as reading, writing and spoken communication.

Reading

- Teachers will provide appropriately differentiated texts so that they are accessible for **all** pupils within the class.
- Teachers will teach key vocabulary so that pupils are able to understand texts.
- Pupils will practise at least one of the key reading skills when working with a text:
 - Skimming and scanning
 - Summarising
 - Selecting
 - Inference

Writing

- Teachers will provide writing frames/scaffolds/modelling/exemplars to support extended writing.
- Pupils will check and edit all extended written work with a green pen, focus points being:
 - Spellings
 - Capital letters
 - Punctuation
 - Making sure sentences make sense
- Pupils' written responses will be in standard sentences and structured into paragraphs, unless indicated otherwise.

Spoken communication

- Pupils will show active listening skills in the classroom.
- Pupils will be provided with opportunities to be able to adapt their talk through tasks set.
- Pupils' whole class feedback responses will be in Standard English and grammatically correct.