

BISHOP HOOPER CHURCH OF ENGLAND PRIMARY SCHOOL



ENGLISH Policy

At Bishop Hooper School, we believe that literacy and communication are key life skills. Through the English curriculum, we will help children develop the skills and knowledge that will enable them to communicate effectively and creatively through spoken and written language and equip them with the skills to become lifelong learners. We want children to enjoy and appreciate literature and its rich variety. Literacy is at the heart of all children's learning. Literacy enables children both to communicate with others effectively for a variety of purposes and to examine their own and others' experiences, feelings and ideas, giving these order and meaning. Because literacy is central to children's intellectual, emotional and social development it has an essential role across the curriculum and helps pupils' learning to be coherent and progressive.

Purpose

- **To promote a shared love and understanding of literacy;**
- **To establish an entitlement for all pupils;**
- **To establish high expectations for teachers and pupils**
- **To promote continuity and coherence across the school.**

Aims of Policy

To encourage children to:

- be effective, competent communicators and good listeners;
- express opinions, articulate feelings and formulate responses to a range of texts – fiction, non-fiction and poetry using appropriate technical vocabulary;
- foster an interest in words and their meanings, and to develop a growing vocabulary in both spoken and written form;
- enjoy and engage with and understand a range of text types and genres;
- to foster a lifelong love of reading for enjoyment
- be able to write in a variety of styles and forms showing awareness of audience and purpose;
- develop powers of imagination, inventiveness and critical awareness in all areas of literacy;
- use grammar and punctuation accurately;
- understand spelling conventions;
- produce effective, well-presented written work.

Time Allocation

In the Early Years Foundation Stage children have dedicated Literacy time every morning with teacher-directed activities. This learning is then reinforced through a range of play and child-initiated activities throughout the day.

In KS1 the time allocation is 9.5 hours per week, which includes 2.5 hours of 'Book Talk' (guided reading) and 2 hours of discrete phonics teaching per week. In KS2 pupils have at least 7.5 hours of Literacy teaching each week.

In addition, it is expected that cross-curricular links will contribute to pupils' effective learning in speaking and listening, reading and writing. This is reinforced through our delivery of the curriculum.

Teaching and Learning

Planning

The new National Curriculum 2014 forms the basis of teaching and learning. Teachers work towards independent learning, plan for different working groups and employ a range of generic teaching strategies.

Teachers use the National Curriculum 2014 as a starting point for creating their medium term literacy plans. These medium term plans follow the five key aspects of Literacy teaching: familiarisation with the genre and text type; capturing ideas; teacher demonstration; teacher scribing through supported and guided writing and finally, independent writing to create a teaching sequence. This is used as a basis for short term planning and adapted according to the needs of the children.

The length of a unit may vary.

Clear objectives are set for each session and are shared with pupils. Teachers differentiate according to the needs of the pupils and use intervention programmes for targeted support.

Literacy is encouraged and developed across our curriculum and links are made where appropriate.

ICT is used where it enhances, extends and complements literacy teaching and learning.

Additional adults are used to support the teaching of Literacy. They work under the guidance of the teacher with small groups of children or individuals.

Inclusion

All children receive quality first literacy teaching on a daily basis and activities are differentiated accordingly. In addition, where identified pupils are considered to require targeted support to enable them to work towards age appropriate objectives, intervention programmes or teacher focus groups will be implemented. Teachers and teaching assistants plan programmes together and monitor progress of these pupils. There will be a third wave of support for pupils who are placed on our SEN Register that will be additional and different.

Pupils that are more able are planned for in line with our Gifted and Talented Policy.

The needs of children with English as an additional language will be met through planning and support from the Multicultural Support Agency where appropriate. This is supported by our equal opportunities policy.

Assessment, Recording and Reporting

Assessments are made in line with the school assessment policy.

Teachers use effective assessment for learning to ensure planning is based on prior attainment and that pupils know what they need to do to achieve the next steps. Group or individual targets are set accordingly. Marking is in line with the school marking and feedback policy.

Analysis of assessment data is used to set targets. During termly pupil progress meetings (Tracker Talk), children and their teachers discuss personal targets for learning and any support they may need to make progress towards them.

Children are also involved in setting their own steps to success during lessons and encouraged to review their progress towards these through self, peer and teacher

assessment. Staff and pupils may use Marking Ladders to assess work and set future targets.

The teacher keeps records that enable them to deliver an effective, creative and relevant curriculum that builds on prior attainment and meets the needs of pupils.

Staff Development

Teachers are expected to keep up to date with subject knowledge and use current materials that are available in school or online.

Training needs are identified as a result of whole school monitoring and evaluation, performance management and through induction programmes. These will be reflected in the School Development Plan. The staff with a special interest in English will arrange for relevant advice and information, such as feedback from courses or newsletters, to be disseminated and, where necessary, will lead or organise school based training.

Additional adults who are involved with intervention programmes will receive appropriate training that may be school based or part of central training.

Resources and Accommodation

A comprehensive range of resources is available in school. Every class has a selection of reference books e.g. dictionaries, thesaurus etc. and there is a class library in both KS1 classes.

Teacher resources are located in classrooms. 'Book Talk' (guided reading) books are kept in the school library and KS1 shared area. These books are banded according to 'KS1 Book bands' and phonic phases.

The school library contains a comprehensive range of fiction and non-fiction books in a welcoming and attractive environment. Y4/5/6 pupils are trained to be pupil librarians and scan books out to other pupils during breaktimes and lunchtimes. Children are encouraged to write their own stories, class books and book reviews, which are displayed in the library. In addition Class 1 and 2 visit the library weekly as a class, in order to learn library skills and enjoy stories together. The library area is also used daily by our school 'Reading Volunteers' – members of our local community who give their time to share books with individual children.

In the Autumn term each year, Reception children visit Ludlow Library with their class teacher, in order to become members and enjoy future use of the library with their families.

Monitoring and Evaluation

Having identified priorities, the Head teacher, staff and governors construct an action plan which forms part of the School Development Plan. This forms the basis for any monitoring activities and will clearly identify when, who and what is to be monitored and how this will take place e.g. classroom observation, planning scrutiny, work sampling etc.

Reading

Aims

To enable children to:

- develop positive attitudes towards reading so that it is a pleasurable and meaningful activity;
- use reading skills as an integral part of learning throughout the curriculum;
- read and respond to a variety of texts whilst gaining increased level of fluency, accuracy, independence and understanding
- develop different strategies for approaching reading and be able to orchestrate the full range of strategies

Entitlement

Pupils have access to a wide range of reading opportunities that include:

- guided reading
- shared reading
- regular independent reading
- home/school reading
- hearing books read aloud
- selecting own choice of texts including ICT texts such as 'E-books'
- reading in other subjects including ICT texts e.g. 'Curriculum Visions'
- reading and interacting with an ICT text e.g. 'Fiction Express'

Teaching and Learning

Teachers promote and value reading as an enjoyable activity and a life skill.

Teachers plan for a range of comprehension strategies that allow pupils to engage with text in a variety of ways to suit different learning styles.

In shared reading the teacher models the reading process to the whole class as an expert reader providing a high level of support. Teaching objectives are pre-planned and sessions are characterised by explicit teaching of specific reading strategies, oral response and collaboration. Texts are rich and challenging, beyond the current reading ability of the majority of the class.

In guided reading texts are chosen to match the ability of the group but still provide an element of challenge. Guided reading provides a forum for pupils to demonstrate what they have learned about reading; the focus for the reading is concerned with extending strategies/objectives taught in shared reading.

Teachers plan for independent reading activities during sessions of Literacy teaching. Texts are selected so that pupils can access them without support. The focus for the reading is to provide practice and develop personal response to text.

Many other opportunities are provided for pupils to practise and extend reading in other subjects. Pupils select texts under the guidance of the teacher for independent and home/school reading. Teachers monitor independent reading and discuss progress with individual pupils on a regular basis.

All teachers are responsible for providing a stimulating reading environment, promoting book ownership and recommending books to pupils. Classroom and central displays are language rich and special displays should promote authors and books. In addition, our pupil librarians are keen to recommend books to others. Children also have 'Reading Buddies' where our older pupils support younger pupils in their reading, sharing and enjoying books together on a termly basis.

Reading at home is regarded as an important part of reading development. Parents are encouraged to hear their children read regularly and respond to their child's reading through Home-School Link Books.

Reading Frequency

All teachers are responsible for hearing children read at least once per week and TAs hear children read weekly where possible. This should ensure that all children in the Early Years Foundation Stage and KS1 are heard read by an adult at least twice per week although this may be more frequent depending on need.

Resources

In addition to a range of fiction and non fiction books in our class and school libraries we also have:

Phonic Readers

'Phonics Bug' – independent readers and guided reading sets

'Songbirds' – independent readers

Oxford Reading Tree 'Floppy's Phonics' – independent readers

These books progress up to 'Letters and Sounds' Phase 5 phonics teaching

Guided reading books

From Phase 5 onwards we have a range of 'Rigby Star' guided reading sets, both fiction and non fiction.

Beyond this, there is a selection of decodable and non decodable texts, from a variety of publishers to match age-appropriate interests and abilities.

Big books

There is a wide range of fiction and non fiction big books in the KS1 shared area. There are also several 'story sacks' with books, puppets and resources in the KS1 shared area.

Writing

Aims

Children should learn to:

- write in different contexts and for different purposes and audiences
- be increasingly aware of the conventions of writing, including grammar, punctuation and spelling
- plan draft and edit their writing to suit the purpose
- use ICT as a literacy medium for presenting work and manipulating text
- form letters correctly, leading to a fluent joined and legible handwriting style, giving increasing regard to presentation

Entitlement

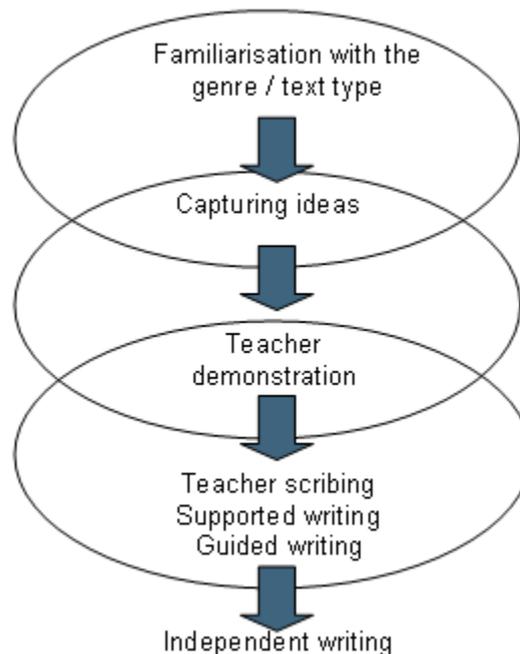
Pupils have access to a wide range of writing opportunities that include:

- shared writing
- guided writing
- extended writing e.g. 'Love Literacy' termly writing workshops
- independent writing
- writing different text types and narrative styles
- writing in different curriculum areas
- handwriting practice
- collaborative writing
- writing related to own experiences and enjoyment

- writing from a variety of stimuli
- planning, drafting, editing and presenting
- using ICT

Teaching and Learning

Teachers promote writing and look for ways to inspire and motivate pupils so that they see themselves as 'writers'. Teachers establish the purpose and audience for writing and make teaching objectives explicit to pupils so they know why they are studying a particular text type, the kind of writing activities they need to undertake and what the expected outcome will be. The following teaching sequence for reading and writing will be used as a framework:



The writing process breaks down into a number of steps that will need to be taught and practised regularly:

1. Planning
2. Drafting and Writing
3. Evaluating and Editing
4. Proof-Reading
5. Reading Aloud and Sharing

Subject-specific texts that link to work being undertaken in other areas should also be used in literacy lessons to support the wider curriculum. Teachers use shared writing to model the writing process. Shared reading and writing provide a context for discussion and demonstration of grammatical features at word level, sentence level and text level. Activities are differentiated through the use of writing frames, spelling banks, collaborative work and peer or adult support. Teachers encourage 'talk for writing' as an integral part of the process.

Handwriting

It is paramount that children are rigorously taught correct letter formation from the very beginning of their time in school. As soon as the children are ready, they should be taught to sit properly in order to have the correct posture for writing, hold a

pencil in the correct tripod grip and develop a legible and joined handwriting style. The school follows the Nelson handwriting programme. A mixture of whole class, small group and individual teaching is planned for and delivered.

It is expected that all members of staff, class teachers and teaching assistants, model the school handwriting style at all times i.e. when writing on the board or in children's books.

By the end of key stage 2, all children should be displaying an efficient, quick, neat and legible handwriting style that is effective in recording their ideas.

Resources

Each class has a range of materials to support the writing process. Writing materials are kept accessible and organised and pupils are encouraged to take care of the equipment and return it to where it belongs. Each class also has a set of age appropriate dictionaries, thesaurus and word banks.

Spoken Language

Aims

Children need to be able to:

- Communicate effectively, speaking with increasing confidence, clarity and fluency
- Participate in discussions and debate in a variety of contexts
- Listen to the views, opinions and ideas of others with increased interest
- Articulate ideas and thoughts clearly with appropriate tone and vocabulary recognising audience
- Respond to questions and opinions appropriately
- Retell stories and poems which are known by heart
- Ask questions with increasing relevance and insight

Entitlement

Pupils have access to a wide range of speaking and listening opportunities that include:

- Talking about their own experiences, recounting events
- Participating in discussion and debate
- Retelling stories and poems
- Expressing opinions and justifying ideas
- Listening to stories read aloud
- Presenting ideas to different audiences
- Taking part in school performances
- Responding to different kinds of texts
- Talking to visitors in school
- Listening to ideas and opinions of adults and peers
- Role-play and other drama activities across the curriculum.
- Use dramatic techniques, including work in role to explore ideas and texts
- Create, share and evaluate ideas and understanding through drama

Teaching and Learning

Teachers provide a wide range of contexts for spoken language throughout the school day. Teachers and other adults in school model speaking clearly. This includes clear diction, reasoned argument, using imaginative and challenging language and use of Standard English. Listening is modelled, as is the appropriate use of non-verbal communication, respecting the views of others. Teachers are also sensitive in encouraging the participation of retiring or reticent children.

Spoken Language outcomes are planned for in all areas of the curriculum. Roles are shared amongst pupils: sometimes a pupil will be the questioner, presenter, etc. Learning takes place in a variety of situations and group settings. For example, these could include reading aloud as an individual, working collaboratively on an investigation, reporting findings as a newscaster, interviewing people as part of a research project, acting as a guide for a visitor to school or responding to a text in shared or guided reading.

Spoken Language will be a focus across the curriculum and across the school day in a variety of settings.

Spelling and Phonics

Aims

Children should be able to:

- Blend and segment sounds easily
- Learn that segmenting words into their constituent phonemes for spelling is the reverse of blending phonemes into words for reading
- Spell words accurately by combining the use of grapheme-phoneme correspondence knowledge as the prime approach.
- Use a range of approaches to learn and spell irregular words.

Entitlement

Pupils have access to a range of phonics opportunities that include at EYFS and KS1:

- Whole class teaching of specific spelling patterns
 - Daily discrete phonics teaching
 - Using phonics knowledge in real life contexts
 - Applying skills in cross curricular contexts
- Pupils have access to a range of phonics opportunities that include at KS2:
- Whole class teaching of specific spelling conventions and rules
 - Discrete phonics teaching as part of an intervention group where gaps in phonological knowledge have been identified
 - Using phonological knowledge in real life contexts
 - Applying skills in cross curricular contexts

Teaching and Learning

Teachers provide a wide range of contexts for reinforcing spelling patterns and tricky words throughout the school day. All teachers use multi-sensory phonics materials based on Letters and Sounds and / 'Spelling Bee' as a basis for their planning for the teaching of spelling.

Learning takes place in a variety of situations and group settings. For example, these could include working independently to practise tricky words, possibly using ICT; working collaboratively on an investigation and participating in short, focused whole class activities.

Children are expected to spell high frequency words correctly and the word lists for their particular year group.

Spelling Homework

KS1 - Five spellings per week

LKS2 – Five to 10 spellings per week

UKS2 – 10 to 15 spellings per week

Spellings may be taken from the Letters and Sounds Document, the differentiated lists from Weekly Spelling Lists or based on spelling patterns being learnt in class. It

must be stressed that spellings should be based on prior attainment and phonological need and children's learning should be tested regularly to ensure that spellings are fit for purpose.

This policy was adopted by governors on:

Next review date: