

Literacy Policy

This policy describes our practice in the teaching of reading, writing, spelling, grammar and speaking and listening.

We aim to:

- Provide a language-rich environment that promotes a culture of reading and writing.
- Develop a love of books and high-quality literature in pupils that will not only support their learning across all areas of the curriculum, but also extend beyond the classroom environment and enrich their lives.
- Explicitly encourage reading throughout the school to facilitate a continual development of the understanding and enjoyment of texts.
- Provide students with opportunities to listen to others and learn from them.
- Model the practice and skills associated with the perceptive reading of a range of texts, technically accurate writing in a variety of forms and confident and thoughtful speaking and listening skills.
 - Teach the skill of writing in order to develop the confidence and skills to communicate ideas and emotions effectively and write for a range of purposes and audiences.
 - Write neatly, clearly, accurately and coherently using correct spelling, grammar and punctuation.
 - Foster in pupils the confidence, desire and ability to express their views and opinions both orally and in writing.

Our approach to teaching of Literacy is multi-faceted and embedded in all subjects. Most importantly, we want to create fluent readers and writers with all the skills and knowledge they need to be confidently literate in life. We want all students to leave Queen Mary's High School with a love of reading which equips them to be confidently literate.

Teachers are expected to plan time for pupils to reflect on the literacy elements of their marked work, and independently respond to prompts to improve their writing as directed by the school marking policy.

In formal and informal situations, we create and facilitate opportunities for conversation, discussion and talk around learning. Questioning forms the basis of a great deal of learning and we strongly encourage children to be inquisitive and to share their thoughts confidently in a supportive environment.

These are some of the ways in which literacy is promoted throughout the school opportunities will be provided for:

- Questioning and taking risks with language.
- Presenting in front of an audience.
- Reciting and reading aloud.
- Re-telling, role-play and drama productions.
- Listening to stories, poems, rhymes and songs.
- Children to talk about and discuss their reading and writing.
- Collaborative work with others.

To help pupils develop a love of reading:

- We offer opportunities in both lessons and pastoral time for students to read.
- We encourage and value the reading of all genres including poetry, fiction and non-fiction.
- We read across the curriculum.
- We offer subject specific reading lists.
- We have a library with an employed librarian.
- We set up visits from authors when this is possible.
- We have book sales which gives pupils the opportunity to pick new books.
- We support the expectation that pupils should read at home.
- The staff read when students are reading independently to model the fact that reading is both enjoyable and valuable for personal development.

When providing pupils with opportunity to write:

- They should be given opportunity to make planning an integral part of formulating their response.
- They should be given advice on how to plan (when this is appropriate.)
- They should write with the purpose and audience for each piece of writing being clear, note taking may be discussed as a skill.
- They should be encouraged to check and re-read their response.
- They should be given the opportunity to read each other's work; learn from each other and make suggestions when this is appropriate.

In accordance with the school and departmental marking policies, pupils' written work should be marked to acknowledge:

- Planning
- Spelling
- Punctuation
- Grammar
- Handwriting
- Composition and effect
- The intended audience

Teachers marking should model the type of literacy that they would expect to see from students. (Refer to the marking policy for more information on marking.)