



## Budmouth College

### Literacy across the Curriculum Policy

Governors' Committee responsible:	Curriculum and Student Welfare
Link Senior Leader responsible:	Mark Cavill
Date adopted:	
Date reviewed by governors	5 <sup>th</sup> June 2017
Next review date:	June 2021

*Working Together, Creating Opportunities*

The policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All policies can be found on the College 'R' drive in the Policies folder.

*Working Together, Creating Opportunities*

*Working Together. Creating Opportunities*

# Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Literacy across the curriculum

2. Upon whom will this impact?

All students and staff

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups		/	
Gender		/	
Disability		/	
Religion, Faith or belief		/	
Sexual Orientation		/	
Transgender		/	
Age <small>(N/A to pre-school and school children)</small>		/	
Rurality		/	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		/	
Gender		/	
Disability		/	
Religion, Faith or belief		/	
Sexual Orientation		/	
Transgender		/	
Age		/	
Rurality		/	

Does the initial screening highlight potential issues that may be illegal? YES / **NO**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES / **NO**

Initial screening carried out by ...Mark Cavill.....

Signed ..... Date...05/06/2017.....

Comment by Headteacher:

Date.....



## Budmouth College Literacy Policy

### Fundamental principles

- Literacy skills – reading, writing, speaking and listening (communication) – are essential for young people to reach their potential at Budmouth and to fulfil opportunities throughout their lives.
- Literacy underpins all Teaching and Learning; it informs every aspect of the curriculum.
- All Budmouth teachers are teachers of literacy, regardless of their subject specialism. Teachers' Standards 2012: 'Teachers must demonstrate an understanding of, and promote high standards of, literacy, articulacy and the correct use of standard English whatever the teachers' specialist subject.'
- Literacy is coherently and cohesively embedded into every lesson taught at Budmouth. 'Students attain high levels of literacy skills, which are promoted and taught very well throughout the curriculum'. OFSTED September 2013.
- Budmouth aims to continue to embed a whole College culture of enjoyment of reading, because effective reading is the key to life long learning.
- Reading is a fundamental learning tool and all students need highly developed reading skills to access the curriculum.
- Parents and carers are important partners in further developing children's literacy skills. Research shows that parents are the main influence on a child's language and literacy development.
- Students with good literacy skills become effective independent learners.
- Students with good literacy levels have higher self esteem and achieve more both academically at the college and throughout their lives.

### Key staff roles

- Every teacher and Teaching Assistant.
- Assistant Principal with responsibility for Literacy across the curriculum.
- Literacy Co-ordinator.
- Resources Centre Managers.
- Subject literacy Co-ordinators. Every subject area has a teacher with a responsibility for developing literacy skills within their subject area.
- Subject leaders.
- Teaching and Learning Development Leader.
- Literacy Link Governor.

*Working Together. Creating Opportunities*

## Literacy in lessons

- All teachers have responsibility for effectively and systematically teaching subject specific spellings, punctuation and grammar.
- High quality discussion is the essential precursor to effective writing. Talk is the way into literacy and teachers promote questioning and discussion skills with a focus on articulacy and the correct use of standard English.
- Assessment for Learning is crucial for developing literacy and teachers use AfL for setting literacy targets. Budmouth's AfL policy has been significantly re-drafted in 2017 to ensure consistency and coherence across the curriculum.
- All teachers ensure that all students can access text using a range of reading strategies and students explicitly identify strategies they use.
- It is the expectation that text types are taught consistently across the College.
- Key Stage 3 students have a fortnightly library lesson dedicated to reading as part of their English curriculum. Lower ability groups have a fortnightly Accelerated Reader lesson.
- Through the annual whole college Literacy Audit, there is consistent evidence of strategies which encourage students to develop their Literacy skills.

## Literacy Initiatives

- Students with lower than average reading scores have additional support delivered by specialist literacy teachers. The LIFT Programme aims to provide individual, personalised tuition to improve the reading ages and phonic awareness of Year 7 students. These students all have Provision Maps.
- Inference Training is a new initiative which is aimed at year 7 students, enabling them to gain full meaning and enjoyment of texts, and to develop positive reading skills.
- The Upgrade Programme is delivered to Year 7 students to help them improve reading skills, comprehension and metacognition.
- Accelerated Reader is a guided reading scheme, available to a targeted group of year 7 students, which enables them to progress and achieve success and encourages a positive attitude to reading.
- The Kindle Reading Group challenges the reading skills of most able students through engagement and discussion of high quality texts.
- Teaching Assistants run KS3 support groups for spelling and social skills.
- Trained sixth form students are paired with pupil premium students, providing the younger students with opportunities to improve their reading attainment and enjoyment.

## **Whole College Literacy**

- All Tutor Groups in Years 7, 8, 9 and 10 read during Tutor Time every week, both in the Library and the classroom.
- Academic Tutors, in 1:1 discussion with their tutees, are encouraged to set Literacy targets according to need.
- Ambitious vocabulary of the week is published to promote accurate spelling, reading and understanding.
  
- A whole College reading culture promoted through Resources Centre initiatives; 'Books on doors'; 'Good reads for' posters; 'Enjoy Reading' postcards ;support for parents at Parent consultation evenings; tutor curriculum at KS3 and 4; assemblies.
- The Resources Centre and its staff have pivotal roles in promoting enjoyment of reading and students benefit from extended opening hours, regular themed displays, a reading Club, regularly updated stock and promotion of such events as World Book Day.
- Development Days with cross curricular literacy foci to further embed a cohesive approach to literacy.
- Whole College INSET further develops the engagement of staff in the continued integration of Literacy in their subject.

## **Monitoring and assessing Impact**

- Lesson observations by SLT/ Subject Leaders/ Peer observations. It is Budmouth College's expectation that literacy skills are explicit in every lesson.
- Literacy Walks and literacy audit – Literacy Co-ordinator. Quality assurance week for literacy in second half of Spring Term.
- Teaching Assistants support SEN students' literacy targets which form part of students' Provision Maps according to need.
- RAP meetings, led by Progress Leaders, review targets and interventions according to students' progress and need.
- The Literacy Coordinator tracks the retention of reading skills throughout Key Stage 3 for students who have received and completed Literacy support programmes.
- Resources Centre book issue statistics. Analysis of monthly book issues statistics informs reading for enjoyment strategies.
- Regular six monthly review of progress of students who have received and completed Literacy support and Literacy Intervention programmes.
- Literacy co-ordinator meets with subject leaders on a rolling programme to promote the consistent integration of Literacy in all subject areas and to identify any areas for development.
- Fortnightly meetings. Assistant Principal and Literacy Co-ordinator.
- Monthly meetings of the Literacy Development Group to discuss Literacy across the College, consider new initiatives and developments, and assess the impact of current programmes and practice.
- Analysis of data by Literacy Co-ordinator – KS2 results; FFT Targets; Reading Age data; raiseonline.

- Basic Skills Quality Mark has been achieved and developed. This recognises Budmouth College's provision, practice and performance in literacy.

**Policy written by Caroline Collister: Literacy Co-ordinator May 2017**