



**St Joseph’s Whole School Literacy Policy**

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**Delivering the Mission Statement:**

It is our belief that all teachers are teachers of literacy and through a whole school approach to literacy and writing standards, we are fulfilling the St Joseph’s Mission statement, *Living, Loving, Learning through Christ*. Reading, writing and oracy skills must be practised continuously to improve students’ understanding, confidence and motivation, as well as increased attainment. High expectations of childrens’ literacy is a key driving force behind raising standards.

Literacy is fundamental to students’ development and underpins our curriculum by developing abilities to speak, listen, and read and write for a wide range of audiences and purposes. Supporting students to express themselves clearly orally, and in writing, enhances and enriches teaching and learning in all subjects across the curriculum. Teachers and support staff, in all subject areas, have a crucial role to play in helping develop students’ literacy. Literacy and high standards of communication, both verbal and written, must be embraced by the whole school, with all staff responsible for promoting high standards of reading, writing and oracy skills. Literacy is of high importance in our curriculum and has a wider reaching impact on the lives of our learners.

We strive to promote the importance of reading, writing and oracy skills for all students, across all subject areas. These fundamental skills are imperative to enable all students to make progress and underpin the content, knowledge and skills we are developing in our individual curriculum areas, which in turn is essential to the achievement of a rich and fulfilling life.

**Aims:**

- To teach students the craft of writing in order to develop in students the confidence and skills to write well for a range of purposes and audience – across a range of subjects
- To develop tier 2 and tier 3 vocabulary



## Living, Loving and Learning through Christ



- To ensure a secure standard in spelling, handwriting and punctuation, to enable students to develop more creativity in their writing
- To provide students with a stimulating writing environment surrounded by print in a variety of forms and contexts
- To teach a full range of writing strategies, including spelling, grammar, sentence structure and composition
- To develop writing skills through work that makes cross-curricular links with other subjects
- To help students develop the understanding and skills necessary to re-draft their own work in the light of feedback
- To develop 'dedicated improvement and reflection time' (DIRT) alongside RYG work
- To develop reading skills at all levels and all abilities
- To promote a wide range of genres and diverse literature, historical and contemporary texts, including both fiction and non-fiction
- To promote excellent oracy skills in a range of contexts, purposes and with a variety of audiences
- To ensure all students use Standard English correctly
- To develop confident oracy skills in all students

### To achieve our Mission Statement, our curriculum will:

- Support students' learning in all subjects with teachers who are clear about the ways in which their work with students contributes to the development of students' literacy skills, thereby increasing students' standards of achievement in literacy and across the curriculum.
- Support and work collaboratively with all staff to deliver high standards of literacy across all subjects.
- Promote students' understanding of achievement through assessments in literacy across the curriculum, to identify areas of strength and areas for development.
- Raise students' own expectations of achievement, thus raising standards and aspirations.
- Provide students with a range of challenging writing tasks in all subject areas.
- Support writing with frames or scaffolds where appropriate, and use modelling, within subjects.
- Ensure grammar, spelling and handwriting are supported in all subjects.
- Use the modelling process to make explicit to students how to write, so they are fully involved in the writing process.
- Be clear about text type, audience, and purpose
- Provide opportunities for a range of writing including sustained and extended writing.
- Provide departments with specific structures to scaffold students' writing and guide them towards autonomy.
- Emphasise the importance of subject specific terminology, tier 2 and tier 3 vocabulary
- Ensure a consistent approach to the teaching and marking of spelling and subject specific vocabulary.



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- To assess, track and monitor reading ages and identify students who need additional support with their reading.
- To foster a love of reading in all students and allow students reading opportunities throughout the school day, with a class read during Tutor time.
- To promote the St Joseph's Classics to help broaden students' literature choices and reward achievement points for students who are actively developing their reading
- To teach students Standard English, model good oracy skills and develop confident speakers
- To provide a range of opportunities in lessons to develop oracy skills.

**All staff 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.' (Teacher standards September 2012.)

### **All staff will ensure they:**

- Promote and teach the 'St Joseph's Writing Standards'
- Check students work for SPaG errors and identify these errors by circling the error with the following codes (SP for spelling, G for grammar, P for punctuation and CL for capital letter)
- Mark for SPaG the first paragraph of any extended writing
- Provide writing models, scaffolding, sentence starters or word banks (as and where appropriate for the class) to aid extended writing.
- Use the St Joseph's Writing Standards scoring sheet on all extended writing tasks
- Plan for plenty of opportunities for DIRT/RYG
- Insist on students using standard English when speaking and correct any incorrect grammar
- Develop good speaking and listening skills, encourage students to turn take and elaborate when giving answers
- Promote reading for pleasure and share book choices, encourage discussions of literature texts
- Provide opportunities to develop oracy skills via group discussion, debate, role play and public speaking

### **Students need to ensure each lesson they:**

- Use all capital letters correctly.
- Use full stops to demarcate every sentence.
- Use TIPTOP paragraphing to organise their ideas.
- Spell common everyday words and subject specific words correctly.
- Use apostrophes and commas correctly.
- Correct any mistakes using green pen as part of 'Raising your grade' improvement work, following on from teacher feedback or peer assessment.
- Use Standard English when speaking, try to avoid slang and ensure language is appropriate for the classroom
- Speak confidently and participate in speaking and listening activities



**St. Joseph's**  
Catholic High School

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- Try to read for at least 15 minutes each day and choose books from a range of genres and diverse writers