

## St Joseph's Whole School Literacy Policy

**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.)



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*. 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 must be embraced by the whole school, with all staff responsible for promoting high standards of literacy and writing skills. Literacy is of high importance in our curriculum and has a wider reaching impact on the lives of our learners.

### All staff will ensure they:

- 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)
- **The first paragraph of any extended writing will be marked for SPaG**
- Plan for plenty of opportunities for **DIRT - this must be completed in green pen take place after in depth marking at least once a term (twice for Core subjects)**

### Students need to ensure each lesson they:

- Make sure all capital letters are used correctly.
- Use full stops to demarcate every sentence.
- Use TIPTOP paragraphing to organise your ideas.
- Spell common everyday words and subject specific words correctly.
- Use apostrophes and commas correctly.
- **Correct any mistakes using green pen as part of 'DIRT' improvement work, following on from teacher feedback or peer assessment.**

English department: marking guide		
Mark	What does it mean?	What does it mean to do now?
✓	You have completed the task well, you have made a valid point, you have included an interesting idea, you were correct with terminology.	Be proud of the work you have completed, continue to work in the same way during the next task.
CL	You have forgotten to include some capital letters in your piece of work.	Read back through your work and correct any missing capital letters using a purple pen of progress.
//	You have forgotten to include paragraphs in your work.	Read back through your work and include any missing paragraphs by using a purple pen of progress to write // at the beginning of where you think the missing paragraph belongs.
?	What you have written in your work does not make sense.	Read back through your work and <b>GREEN</b> rewrite the sentence / piece of work to make it make sense.
○	The word you have used is either incorrect, or could be improved.	If the word is incorrect you need to use a <b>GREEN</b> to change that word to a correct one.  If the word is correct, but could be improved, you need to use a thesaurus to find a better word.
SPaG	Your piece of work contains some errors in SPaG	Read back through your work and check for any missing pieces of punctuation, any misspelt words, any errors in grammar. Using a <b>GREEN</b> pen adjust your work to correct these errors.
Space?	You keep missing areas of space in your exercise book.	Next lesson you will go back in your book and find the next available space and use it. You will also stop missing out sections of your book and use all of the space provided properly.
	You have completed a really good piece of RYG work, you have followed instructions well, you have clearly shown an excellent ATL.	You need to initial the  to show you have seen it and keep working in the same way as you did in that particular lesson.
Sticker	You have really impressed me and have written an amazing piece of work.	You need to initial the sticker to show you have seen it and keep working in the same way as you did in that particular lesson.

✓ Each half term, you will complete a minimum of 2 assessments which will be fully annotated and marked by your teacher with clear strengths indicated and specific RYG tasks for you to complete. Alongside this, you will receive whole class marking sheets and undertake regular peer and self assessment to help you improve.  
 ✓ All work should be completed in black pen. Peer in blue pen and all self assessment and **RYG must** be completed in green pen.  
 ✓ The date and title must be underlined and work should be ruled off at the end.  
 ✓ All worksheets need to be stuck in exercise books.  
 ✓ Presentation of work needs to be neat – no doodling!  
 ✓ You must ensure you catch up on any missed work!