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## OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL ENGLISH POLICY

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### ***Introduction***

This policy summarises our approach to the teaching of English at Our Lady Immaculate Catholic Primary School. It is a statement that will ensure systematic and consistent practice throughout the school and result in improved results and pupils leaving our School as confident, independent and literate learners. The school recognises the close links between reading and writing and aims to give children opportunities to engage with stories and to read and write. The school also recognises that it is vital to promote speaking and listening skills and to develop an experience of books and story, particularly for those children who do not gain a rich literary experience from birth.

Our policy recognises the current thinking on the National Curriculum 2014 as well as harnessing aspects of other creative and innovative approaches including 'Read to Write' using 'Learning to Learn' techniques.

This involves planning an engaging English curriculum using a wide range of high-quality texts for each year group every half-term. It is an English curriculum that is centred around both classic and long-standing much-loved books and novels as well as new and upcoming authors and texts and books with no text. An investment has been made in bringing in a range of quality texts, getting whole class sets of books and including disciplinary reading books for reading across all subjects.

We appreciate different learning styles and intelligences in order to provide broad and balanced work which provides for all children at their own level.

### ***Aims of our English Policy***

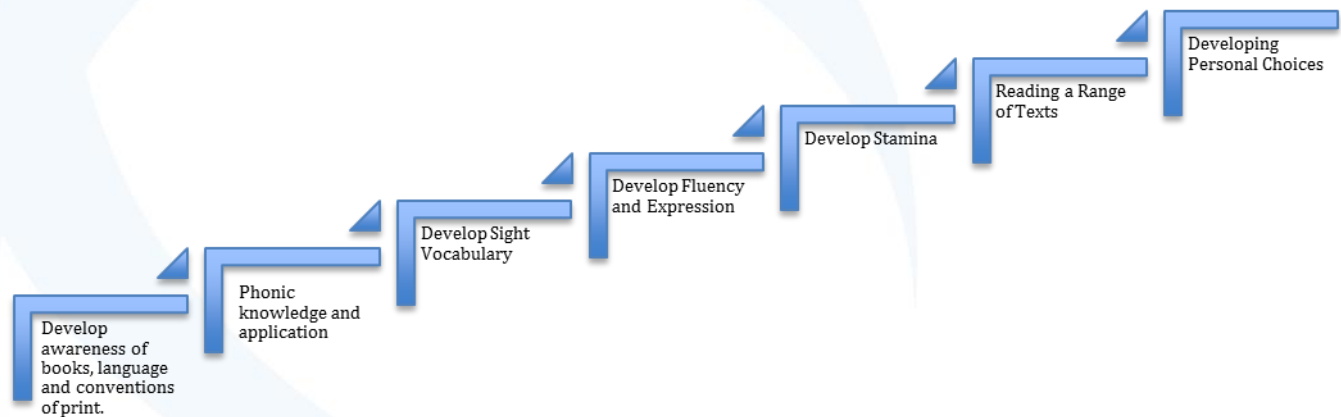
The school aims to develop literate children who love reading and writing, who get excited about the potential offered by books and theirs and others writing.

### ***Reading***

In reading the children will:

- Have the opportunity to listen to stories every day (read and oral) and can understand the relevance of story within their lives.
- Enjoy sharing their reading with their parents/carers.
- Read with confidence, fluency and understanding, orchestrating a range of independent strategies to self-monitor and correct.
- Understanding the sound and spelling system and use this to read accurately.
- Have an interest in a wide range of texts and read for enjoyment and information.
- Have an interest in words and their meaning.
- Understand a range of text types and genres.
- Evaluate and justify their preferences.
- Develop powers of imagination, inventiveness and critical awareness.
- Have accessed a range of texts including IT based resources

In order to achieve this we will use a systematic and developmental approach to teaching reading as shown on the continuum below:



Alongside teaching children to acquire the skills they need in order to read the school will also aim to develop children's understanding of what they are reading through:

- Recall and literal understanding
- Developing inference skills
- Ensuring children can make connections when reading
- Encouraging reading in order to learn

### ***The Components of Reading***

#### ***Shared Reading***

Shared reading takes place within the English lesson or cross curricular lessons; 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 characterized by explicit teaching of specific reading strategies, oral response and high levels of collaboration. The children join in, where appropriate with the reading of the text.

We use a quality texts which use the 'Read to Write' spine and disciplinary reading texts from across the curriculum that reflect the teaching objectives. These carefully selected range of books to link reading and writing together. Our books include those written by significant children's authors including Julia Donaldson, Michael Rosen, Shirley Hughes, Michael Morpurgo, Frank Cottrell Boyce and David Almond. These are all enhanced by the promotion of Reading for Pleasure.

#### ***Guided Reading***

Guided reading takes place in differentiated groups one or more times a week. During guided reading the responsibility for reading shifts to the learner. Guided reading takes place with a group of children, of similar ability. During a guided reading session, the children read and respond to a challenging text with the teacher. Texts of graded difficulty are carefully chosen and matched to the reading ability of the group. It is intended that guided reading provides an opportunity for children to demonstrate what they have learned about reading and to further develop and extend their reading and comprehension skills. As children become independent readers, the emphasis shifts to comprehension and word choice etc so guided reading can take place as part of a shared, whole class lesson.

#### ***Individual Reading***

Children have access to a range of quality texts to support the development of their individual reading skills. Children start their reading journey with Little Wandle phonetically decodable texts, moving on to books which are carefully book banded according to the difficulty of the text until they become competent, independent readers, alongside this the children can choose from a wide variety of books across school.

Teachers are responsible for ensuring that children are accessing both ebooks and hand-held books appropriate to their reading level regularly and to communicate effectively with parents the children's progress through the use of the reading record books.

## ***Writing***

The key purpose of writing is to communicate meaning and therefore all writing tasks should have an identified and clear purpose. It is expected that teachers will model all the stages of the writing process – planning, composing, revising, editing and redrafting and that children will then use these strategies increasingly independently as they become more experienced writers. All children should learn to write in a variety of styles – poetry, fiction and non-fiction – and for a variety of *real* audiences.

Part of our whole-school approach will be to provide a 'Hook' to engage and excite the children about their new text. Then immerse them in their class texts, exploring the way the author uses language and to explore this to develop our children as writers.

From Year 1 -6 teachers plan using 'Read to Write' framework for a variety of writing skills to be covered over an academic year based on Progression maps for each genre and each year group. The overview is based on Curriculum 2014 and has its foundation in the Progression documents produced by SIL Liverpool.

Time will be made for writing to be shared aloud and celebrated in other ways too, such as class anthologies, display work, floor books and writing focus walls and the recent introduction of our Reading Ambassadors who choose a piece of excellent work to be read out in assembly.

## ***Components of Writing***

### ***Shared Writing***

This provides an opportunity for teachers to demonstrate writing, including the thought processes that are required as well as word and sentence level work within the context of writing. Teachers should make explicit references to genre features looking at excellent examples and 'What a Good One Looks Like' resources using a variety of media. Pupils contribute to the class composition by sharing their ideas with partners, in small groups or using individual white boards. This is also the time when children are given the opportunity to discuss, verbalise and refine ideas before committing to print. With knowledge of text type from shared reading sessions, children should be able to generate a list of features that they would expect to use in any writing genre about which they have learned, sometimes referred to as a success criteria. This can be used by teachers and children alike as one way of assessing children's writing and their understanding of the purpose and organisation.

### ***Guided Writing***

Children are grouped and given the opportunity to write an independent text with the support and guidance of their teacher and group. The group work together to begin a piece of writing and then continue independently while the teacher moves around the group and supports with individual needs as they arise. It is important that guided writing sessions are used with the range of abilities represented

across the classroom and planned carefully according to children's targets to promote progression in writing skills for all children.

### *Independent Writing*

Children should be given the opportunity for a range of independent writing activities which clearly link to whole class writing objectives. These tasks will need an identified audience, clear purpose and to cover all aspects of the writing process. Children should be given the opportunity to self-assess and peer-assess writing, based on success criteria linked to the learning objective and developed by the class as a whole as part of the teaching sequence leading up to creating an extended piece of writing. This could be before and/or after teacher marking (based on the same success criteria). Ideally, time to review pupil and teacher comments should be built into future lessons to allow children to learn from them and input advice into future pieces of writing, especially those across the curriculum or 'at distance' from the original focus.

### **Speaking and Listening – (embedded with talk for writing)**

#### **Talk for Writing**

If children can't speak a sentence, they can't write a sentence. Speaking and Listening forms a key element of the Teaching Sequence for Writing and is incorporated throughout the teaching phases.

**See Appendix 1**

**Talk for Writing Principles**

#### **Handwriting**

Our schools uses 'Letterjoin' as an on line and concrete resource, the pre-cursive handwriting style is taught from Reception. The aim is to ensure all pupils are ready to join their letters by the end of Year 2, however some children do not start this until later in Key Stage 2 or until they are ready. This is then consolidated throughout Key Stage 2.

#### **Phonics and Spelling**

##### *Little Wandle*

Little Wandle is a focused teaching strategy that teaches children how the alphabet works for reading and spelling. Letters and Sounds is taught through 4 phases.

Phase 1 supports the development of speaking and listening.

Phase 2-4 is a systematic approach to phonics teaching and word recognition skills.

The lessons are taught as a discrete 20-minute session. Each one follows the structure of review, teach, practise and apply.

In years one and two, specific spelling rules and patterns are also taught alongside common exception words.

Key stage two focuses on the consolidation of the spelling rules taught in Key Stage One and moves to its own years spelling rules, whilst also embedding the statutory word lists. The focus for these sessions is to review, teach, practise and apply taught spelling patterns in a fun and creative way to apply these in their writing.

#### **Grammar and Punctuation**

The National Curriculum 2014 gives a clear developmental programme for the introduction and acquisition of knowledge about grammar and punctuation.

Grammar and punctuation will be taught during specific GPS lessons using Collins Connect resources which have interactive exercises for the whole class and follow up work in books to consolidate their learning. This programme consolidates previous learning as well as new learning. Links are made wherever possible, and should be explicitly referred to. Therefore, the children will receive direct teaching and also be aware of punctuation and grammar within the structures of reading and writing

which are the main focus of the lesson. To teach pupils about grammar and punctuation within Read to Write' the emphasis is on the close consideration of examples of language in text use, including pupils' own writing and on the exploration of language as a system. The aim is to develop pupils' curiosity about language and their capacity to observe and reflect, which will in turn enable them to develop more control and choice in their use of language.

Grammar will be a key focus in conversational English, with teachers picking up on errors and sensitively correcting pupils when needed. There will be opportunities for public speaking in each class whilst grammar will also be a focus in longer tasks. All adults in school will need to model correct spoken English to support our pupils.

#### Role of the teacher:

To provide direct teaching and accurate explicit modelling of grammar and punctuation choices during guided and modelled writing- Teachers must demonstrate the use of grammatical features in shared writing to provide opportunities for the pupils to focus on specific aspects of grammar and punctuation, while the group/independent sessions provide helpful contexts for the investigation and application of grammatical knowledge in pupils' own writing.

To provide resources and an environment which promotes a developing understanding of grammar and punctuation including a SPAG focussed display referring their year group's specific requirements as exemplified by Curriculum 2014 in order to allow children to achieve and exceed.

To monitor pupil's progress and determine targets during feedback and group working and intervene with specific targets as required.

The teaching of correct grammatical terminology is vital to the children's understanding and use of the English language and as such all teachers must use the terminology set down in Curriculum 2014 grammar and punctuation appendices.

#### **Grammar progression through school**

*Through the acquisition of the Collins Direct scheme, we are ensuring that progression is mapped throughout each year group and the work is specifically focused and challenged appropriately.*

Children will be taught to use the punctuation marks as laid out by curriculum 2014. Proof-reading to edit and improve written work is a key skill to be taught in all years, and is built into the structure of the Read to write programme.

EYFS: Children will be introduced to spoken and written sentence structures and the principles of grammar.

KS1: The terms for discussing language will be embedded for pupils in the course of discussing their writing with them. Their attention will be drawn to the technical terms they need to learn.

In Years 3 and 4 pupils are introduced to the grammatical functions of different types of word and they begin to explore how sentences are constructed. The emphasis will be in the grammatical labelling (the naming of parts of speech) and on discovering and experimenting with their function, i.e. what words can be made to do. Explicit teaching of a wider range of punctuation marks occurs and this is reflected by their use in pupils' writing. However, care should be taken that punctuation is taught within the context of what is being read and what the pupils need to use in their own writing. Therefore, children should be introduced to an explicit use of punctuation and then guided to see its use in action in text.



In Years 5 and 6 this basic knowledge is extended through the close reading and discussion of carefully chosen examples from a range of text-types. In their writing pupils are encouraged to draw on this understanding to develop a sense of individual, ambitious style, to experiment with the construction of complex sentences and to restructure their own and others sentences for clarity and effect.

### **Progression**

#### **Assessment**

We believe that effective assessment provides information to improve teaching and learning. We give learners regular feedback on their learning so that they understand what it is that they need to do better. This allows us to create detailed planning based on a sound knowledge of each pupil. We give parents regular written and verbal reports on their child's progress so that teachers, children and parents are all working together to raise standards for all our children.

We continue to work with the Local Authority on a pilot project to develop effective and accurate assessment and tracking systems, which will allow us to assess children's progress accurately in all areas of the curriculum.

Our school statement needs to be read in conjunction with our Assessment, Marking and Feedback and Teaching and Learning policies.

Progress in English will be monitored through ongoing teacher assessments, periodic writing sampling for writing and individual/guided reading records for reading. For children who are not making the expected progress in years 1 to 6. One to one or small group support is put in place to ensure children 'catch-up' to their peers.

The local network of schools and the LA are developing systems to identify standardisation of work and these are used to monitor children's progress on a regular basis.

Little wandle assessments, catch up records and Running records are used to ensure children are on the correct instructional level in their reading.

Tracking data is used to record progress and to carry out an analysis of strengths and areas for development across the school.

#### **In order to monitor standards and progress the following systems are in place:**

- Termly Pupil Progress Meetings are held in order to allow class teachers, Head teacher and the Senior Leaders to monitor and evaluate the progress of children in Literacy. Where appropriate, LSAs are also involved.
- The Head teacher, Senior Leaders and all teachers monitor children's work regularly through work sample scrutiny.
- The Subject Leader analyses 'Insights' data, tracking, NFER test results and end of key stage SATs results for Reading and Writing with class teachers. Recommendations from this analysis may feed into School Development Plan and Performance Management Targets.

#### ***The role of the English Leaders***

- Ensure a core of material is available
- Arrange liaison with the advisory staff when necessary
- Attend relevant courses to be aware of new ideas and disseminate these to all staff and to arrange appropriate inset for colleagues, in negotiation with the Head teacher and with

reference to the School Development Plan (SDP) priorities

- Be responsible for ordering English resources in agreement with Head teacher and budgets
- Update the policy document and schemes of work as necessary
- Evaluate the impact and enjoyment of quality texts and ensure that the books remain engaging.

### ***Children with SEND and More Able children***

English lessons, tasks and materials are scaffolded by the class teacher to meet the needs of individual children. Children identified as SEND may need greater scaffolding of tasks consistent with that child's SSP (School support plan) whilst ensuring the 'mastery approach'. The needs of children requiring additional support for their English will be discussed with SEND Coordinator. Appropriate intervention strategies will be put in place to support learning within the classroom where needed.

Children who may be greater depth in English will be challenged and motivated during their tasks. The class teacher will also aim to identify those children who may be gifted in English and provide them with appropriate learning opportunities, ensuring the mastery approach is there for all.

All children will be given opportunities to participate on equal terms in all Literacy activities and due consideration will be given to the principles of Inclusion.

### ***Links with parents***

- Parents have an induction meeting when children start in Nursery and Reception and KS1 to outline approaches to teaching reading and some access to our Little Wandle resources.
- Practical leaflets and website links are provided for parents to support reading at home and newsletters have hints and tips as well as what the focus text will be.
- Reading targets are sent home in autumn, spring and summer each year and enable parents to track their child's progress.
- Recommendations are available on our website and are given to individual parents if requested.
- It is hoped that Reading volunteers will once again be able to support the school in providing additional reading opportunities for children.
- Reading material is sent home with the child.
- Where it is appropriate, children are given a phonically decodable book or a book banded book to take home every day and are encouraged to take home a reading book to read for pleasure.

The school actively promotes the importance of parental engagement by supporting parents with helping their child to read and to develop a love of reading and by regularly reporting to parents on the progress their child is making and by encouraging parents to read to their children.

*Reading is a habit and we can reinforce this by ensuring that all children:*

- Have a Book Bag in school every day (teachers keep a record of anyone who regularly forgets their Book Bag).
- Monitor reading choices for home reading
- Check that books are returned to school from home on a daily basis

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- Follow up any children who have not brought in their reading folder.
- Bring the Book Bag to school every day with a book in it, even if it is a long chapter book and they are still reading it. Time for reading may be found during the school day.
- Regular reading at home is rewarded by “golden box”, stickers, assembly mentions and head teacher rewards and initiatives.

### ***Reading Interventions***

If a child is struggling with their phonetic recognition, all staff are trained and access the Little Wandle ‘catch up’ sessions which include 1:1 and small group activities including games, flashcard recognition and precision teaching.

In Our Lady Immaculate Primary Catholic School, most staff are Better Reading Partnership trained. All staff use their skills in quality first and intervention programmes for children across school who have difficulties reading and are not meeting expected standards for their age. Upon finishing the programme, they are monitored throughout the rest of their time at Our Lady Immaculate Catholic Primary School to ensure their progress continues.



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