

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

LITERACY POLICY

Written/Updated: January 2018
Review Date: January 2020
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Via: Standards, Personnel and Curriculum

'from potential to reality'

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LITERACY POLICY

Literacy is the key to improving and learning and raising standards; it enables students to gain access to the subjects studied across the school curriculum, to read for information and for pleasure and to be able to communicate effectively. The teaching of literacy is a collective responsibility which all teachers regardless of subject specialism participate in. Teachers understand that literate students will ultimately emerge as confident and articulate communicators, fully prepared to enter the adult world whether to continue their academic studies or to enter the world of work.

Roles and Responsibilities

What is the role of the Subject Teacher?

- To refer to the SEN register and reading age to identify students in their groups requiring additional literacy support.
- To display prominently and make reference to key teaching vocabulary in their teaching areas
- To model where appropriate different types of writing and to use writing frameworks
- To make dictionaries and thesaurus available in every subject area for student use
- To differentiate lessons to ensure access for all students whatever their literacy levels
- To be familiar with the Assessment Policy and to mark for literacy where necessary

What is the role of the Form Tutor?

- To use literacy material where provided to promote basic skills
- To support the reading 'buddy' system

What is the role of the SENCO and Learning Support Department?

- To identify students needing additional literacy support through reading and spelling tests etc (i.e. those below age related expectations)
- To organise groupings for withdrawal and timetable lessons
- To deliver literacy development intervention
- To support identified students in class
- To monitor, track and record student progress
- To provide support for targeted students on examinations

What is the role of the English Department?

- To promote literacy skills across the department
- To identify students who are underachieving (below age related expectations) and those who would benefit from intervention
- To provide intervention support as appropriate
- To work closely in partnership with the SENCO

What is the role of the Library?

- To promote reading and the use of the Library
- To organise a variety of events to raise student's awareness and enjoyment of reading e.g. book challenges, author workshops, teaching reading/performance events, film viewings, tutor group Library slots etc
- To co-ordinate the reading buddy scheme across Key Stage 3
- To liaise with the English department regarding the delivery of accelerated reader

What is the role of SLT?

- To use the available data to track, monitor and evaluate students
- To ensure that appropriate support and intervention is available for students who come in below age related expectations

Policy Links

Assessment
Special Educational Needs

Behaviour and Inclusion
Teaching and Learning Policy