

North Liverpool Academy Literacy Policy

1. What is Literacy?

- a) The ability of students to communicate effectively using the skills of reading, writing, speaking and listening is vital to their personal and academic success. All teachers and teaching assistants are responsible for teaching and developing literacy skills and also have a responsibility for assessing students' literacy and providing feedback to help students improve poor literacy.
- b) At the North Liverpool Academy, all pieces of extended writing (including responses to practice exam questions) are assessed for literacy in every subject using the whole school literacy codes.
- c) All teachers at North Liverpool Academy will demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, in line with the Teachers' Standards.

2. Literacy at North Liverpool Academy - Key Principles

- a) To keep literacy across the curriculum at the centre of learning at North Liverpool Academy
- b) To provide specialist support from the Learning Support Department to students identified with acute literacy issues;
- c) To differentiate lessons to suit students' literacy needs;
- d) To use a common language for literacy across all subjects;
- e) To foster a culture of reading for pleasure;
- f) To offer literacy rich enrichment activities;
- g) To offer students models of reading, writing and communication.
- h) To actively encourage the use of Standard English in formal situations.
- i) To provide opportunities for students to focus on subject specific vocabulary.

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- j) At North Liverpool Academy, we are all responsible for developing the literacy skills of our students through.
- k) Marking for literacy in students' work using the whole school literacy codes and five step assessment and feedback model, including allowing students time to make improvements to the accuracy of their written work.
- l) Reference to literacy in departmental schemes of work and departmental development plans. Embedding a 'Language for Learning' literacy focus key across all subjects.
- m) Display of whole school literacy codes in classrooms and student books
- n) Literacy champions working across department(s).
- o) The explicit modelling of literacy skills to students.
- p) Displaying key terms in classrooms and around school.
- q) Identifying key words in examination questions at Key Stage 4.
- r) The use of writing frames or writing mats to support teaching and learning.
- s) Correcting and modelling the use of spoken English.

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3. Reading at North Liverpool Academy

- a) At North Liverpool Academy we use reading strategies and develop reading skills across all subjects whilst also fostering a love of reading for pleasure.
- b) Students will be able to:
 - i. Read for meaning and be able to apply the skills of inference and deduction;
 - ii. Access a range of texts including: text books, reports, descriptive/personal accounts,
Autobiographies, encyclopaedias /reference books, CD-ROM materials, internet sites, fiction, newspapers and media texts;
 - iii. Find reading materials appropriate to their age/ability;
 - iv. Select their own reading material.
- c) Teachers will:
 - i. Encourage learning through independent reading;
 - ii. Foster a love of reading through regular discussion about books;
 - iii. Identify features of different types of text and explain these to pupils.

4. Writing at North Liverpool Academy

- a) Students will be able to:
 - i. Write for a range of specific audiences and purposes;
 - ii. Vary vocabulary for purpose, audience and effect;
 - iii. Use a range of sentence starters in their written work;
 - iv. Plan for an extended piece of writing;
 - v. Draft and edit their written work.
- b) Teachers will:
 - i. Use of a range of written texts as models for students' writing;
 - ii. Actively teach key subject specific vocabulary key words or phrases to support written tasks;

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- iii. Set writing tasks with clearly defined purposes such as: note taking, reviews, reports, plans;
- iv. Teach students how to effectively plan for written tasks;
- v. Model the structure and form of each type of writing required in their subject area;
- vi. Provide opportunities for students to complete extended writing tasks including opportunities to draft and edit written work.

5. Effective Speaking and Listening at North Liverpool Academy

- a) Students will be able to:
 - i. Develop ideas and opinions by sharing them with others in an appropriate manner;
 - ii. Use Standard English, particularly in formal situations;
 - iii. Develop their confidence and skill in matching spoken English to different situations and contexts;
 - iv. Display active listening skills.

- b) Teachers will:
 - i. Encourage students to use Standard English by modelling;
 - ii. Model and share strategies to promote effective group discussion;
 - iii. Promote 'active' listening through relevant task setting and timely questioning.

6. Monitoring & Evaluation

- a) Jen Evans, Assistant Principal will be responsible for monitoring the delivery of literacy across the curriculum. This will involve:
 - i. Ensuring all classrooms have a literacy rich environment, with whole school literacy codes and key words displayed for students;
 - ii. Book scrutiny to ensure that the delivery of literacy across the curriculum supports learning;
 - iii. Working with a team of literacy champions to ensure schemes of work support literacy delivery.

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- b) Curriculum Leaders are all responsible for:
 - i. Ensuring that they have a literacy champion to represent their subject;
 - ii. Monitoring that their literacy champion undertakes book scrutiny and subject audits.

- c) Literacy Champions are responsible for their subject areas and must:
 - i. Attend termly meetings to review the application of the literacy policy in their subject areas;
 - ii. Complete book scrutiny within their subject areas to ensure the delivery of literacy across the curriculum supports learning.

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