

# Literacy policy

Retford Oaks Academy

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Literacy must be at the core of our academy. Everyone concerned must be aware that their students' literacy is key to their progress and life chances. Literacy is a whole academy responsibility.

## **1 Literacy at our Academy**

Literacy is a combination of reading, writing and speaking and listening skills, skills we all need to fulfil our potential. Literacy is vital to function in a modern, communications-led society, for personal pleasure and for intellectual growth.

## **2 Aims and Objectives**

Literacy must be promoted throughout all areas of the curriculum in a consistent and efficient manner. We aim to develop a thorough understanding of the role of literacy in students' learning in all subjects. We will enable students to use literacy to develop self-confidence, self-expression and effective communication, thus raising standards. All staff have a crucial role to play in supporting students' literacy development.

## **3 Equal opportunities**

At Retford Oaks Academy, we believe that students have an entitlement to a literacy rich learning environment, regardless of ability, ethnicity, and gender, social and cultural backgrounds.

## **4 Monitoring and evaluating progress and provision**

All staff will be involved in the implementation of the literacy policy.

The Literacy co-ordinator will monitor and evaluate the implementation and success of the policy.

All subject leaders will complete a literacy audit annually to evaluate how literacy is addressed and identify further developments. Where appropriate, actions from the subject audit are to be included in the Team Improvement Plan (TIP) in each subject area.

All teachers will mark for literacy according to the Academy's Marking and Assessment Policy in formally assessed work and keywords highlighted through whole class feedback. All teachers will allow time for students to respond to the literacy marking in red pen. Marking for literacy is an expectation of the core practice and is evaluated as part of the Academy's Quality Assurance process.

Students must be encouraged to use and develop their literacy skills in all lessons. Teachers have a responsibility to develop a subject specific vocabulary as well as a more generic vocabulary in lessons.

Renaissance Star Reader assessment is used for all students to monitor and evaluate progress.

Data is held within our MIS and Pupil Progress.

## **5 Reading for Pleasure**

Reading for Pleasure is promoted through Drop Everything And Read (DEAR).

The academy has a thriving Learning Resource Centre and an enthusiastic Learning Resource Manager. It is well-stocked with reading material to meet all reading abilities: dyslexia specific, graphic novels, teen and adult fiction as well as reference material and newspapers. Events are arranged throughout the year such as World Book Day, book fairs and author visits.

## **6 Role of Literacy Co-ordinator:**

- Provide CPD on literacy
- Promote and develop the use of common reading terms in all classes e.g., scanning, skimming
- Promote and develop the use of common structures for organising writing e.g., discursive, informative, argument, persuasive etc.

## **7 Role of all staff:**

- Ensure that literacy is visible in all classrooms and across the academy, by using displays that promote the literacy needs of that subject
- All teachers to ensure that literacy skills are an integral part of the learning
- Ensure that there is a clear emphasis on accuracy, creativity and enquiry in all subjects
- Encourage students to make connections in relation to their literacy skills in all aspects of their learning
- Provide training where needed for staff
- Promote strategies for students to learn spelling in all subjects
- Encourage focused discussion and talk in all classes
- Promote active listening and oracy in all classes
- Develop the skills of note making in all subjects
- Develop research skills by encouraging students to use the LRC
- Use data to identify students with significant literacy needs.

## **8 Role of parents:**

- Encourage reading, including reading for pleasure, at home.
- Discuss literacy concerns with teachers and tutors.