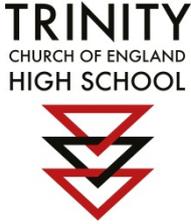


LITERACY AND NUMERACY POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Personnel Committee
	Approved by:	Full Governing Body
	Date approved:	22 nd May, 2019
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

Trinity is committed to raising the standards of literacy and numeracy for all students. These skills are vital for life and should be developed effectively in all areas of the curriculum. The aim of the policy is to outline the ways in which the Trinity community will support the development of literacy and numeracy skills.

GENERAL PRINCIPLES

- To raise the profile of literacy and numeracy and provide opportunities for students to celebrate their successes
- To develop a basic understanding amongst staff, students and parents of the process of reading and writing and how numeracy skills are acquired
- To develop effective teaching strategies which ensure the transference of literacy and numeracy skills across the curriculum
- To enable teachers to make informed choices about appropriate texts by sharing data.
- To develop an intervention programme to support students who have less developed literacy and numeracy skills
- To ensure that a common approach to marking of literacy and numeracy is applied consistently.
- To establish a common mechanism for monitoring and evaluating the impact of the school's literacy and numeracy strategy on students' skills.

LITERACY AND NUMERACY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Half term foci

In order to create an environment in which literacy and numeracy are valued and discussed throughout the school, there will be a specific focus every half term. Materials to support each focus will be made available for staff, parents and students. Literacy and numeracy will be on the agenda during Development Time training sessions throughout the year.

The foci for each term / half term is as follows:

Term	English	Maths
AUTUMN 1	Spellings	Times Tables
AUTUMN 2	End of sentence punctuation	
SPRING 1	Commas in a list	Problem solving
SPRING 2	Commas to divide clauses	
SUMMER 1	Apostrophes for omission	Code breaking
SUMMER 2	Apostrophes for possession	

NB: termly for maths and half termly for English.

Form time

Activities will be planned for form tutors to help develop and secure students' literacy and numeracy skills. Reading boxes will be issued to KS3 forms and reading during form time will be encouraged. Inter-house literacy and numeracy events will take place during form time.

Enrichment

Students will be offered a wide range of opportunities to participate in activities that will enhance their development of key literacy and numeracy skills. These may include: Pi Day, Countdown, World Book Day, spelling bees, local and national competitions, attending events at local universities and participating in workshops led by other external providers.

Role of Parents

We aim to involve parents in literacy and numeracy strategies and keep them informed through meetings, the newsletter, school website and, where appropriate, letters home. We will actively encourage reading for pleasure at home.

Improving Literacy through the Learning Resource Base

All Year 7 students have one English lesson per fortnight in the Learning Resource Base (LRB). In this lesson, students choose reading books at the appropriate level of challenge and they complete a '100 word challenge' in the final half of the lesson to develop their writing. Their progress will be tracked and records kept by teachers of English. The LRB manager will ensure that texts are purchased and used in accordance with the KS3 scheme of work and the KS3 Co-ordinator will oversee the initiative and lead training sessions.

Developing Reading across the Curriculum

The 'Reading Lead' will use KS2 data in order to identify and track students who need additional reading support. The identified cohort will receive appropriate intervention (led by the Reading Lead). Year 10 students (trained literacy mentors) will receive 'Inference' training and work with KS3 students in a mentoring capacity.

All staff will receive training on 'Text Introductions' and practical strategies to be used in the classroom to improve reading skills. A representative from every subject will meet with the Reading Lead on a termly basis.

Improving reading skills will form part of Leadership Team monitoring and be a focus for performance management observations.

Numeracy Support

The Numeracy teaching assistant will coordinate the delivery and assessment of the Numicon programme for students who join Trinity requiring support in Numeracy. This programme is supported by the work of the Sixth Form Numeracy Mentors.

The Numeracy teaching assistant will also co-ordinate a programme of form time activities and competitions for KS3 and KS4. The numeracy TA will liaise with subject leaders in order to support the delivery of numeracy aspects across the curriculum and build links between the work done in Maths and where it can be used in other subjects. They will also work closely with Maths teachers in order to identify and support students with their Numeracy and to support the Maths department in delivering high quality Maths education to all students.

Literacy and Numeracy Catch Up

The school receives an allocation of 'catch up' funding for students who join Year 7 'behind their peers' in literacy and/or numeracy. We employ a teaching assistant to run several 'catch up' programmes and report their success on an annual basis on the school's website.

Expectations of students

At KS3, students should carry a reading book of their choice with them to every lesson. They should proof read all written work for accuracy before submitting it. They should also make corrections to spellings, punctuation and arithmetic errors when asked to do so and make use of the resources provided in order to make progress.

Marking

Teachers will use the 'Literacy and Numeracy Marking Code' (copy of which is in the staff/student planners) when marking students' work and students are expected to act upon this feedback.

MONITORING AND EVALUATION

The policy and its implementation will be discussed at Leadership Team meetings. A review will be undertaken regularly and will contribute to the School Development Plan. Any changes to the policy will be the responsibility of the Governors' Personnel Committee and ratified by the Full Governing Body.