



Montgomery High School

An Academy, Language School and Full Service School

Literacy Policy

Approved by the Full Governing Body

23/10/13

Review period:

3 years

Rationale

Literacy reinforces the school curriculum by developing students' abilities to speak, listen, read and write for a wide range of purposes. It also helps students to use language to learn and communicate, to think, explore ideas and organise themselves more effectively. Helping students to express themselves clearly orally and in writing enriches and enhances teaching and learning in all subjects. All departments and all teachers have a crucial role to play in supporting students' literacy development.

Aims

- Raise standards of reading, writing, speaking and listening.
- Support students' learning in all subjects by helping teachers to be clear about the ways in which their work with students contributes to the development of students' communication skills and literacy development.
- Develop a shared understanding between all staff of the role of language in students' learning and how work in different subjects can contribute to, and benefit from, the development of students' ability to communicate effectively.
- Raise students' own expectations of achievement and the importance of literacy in all subjects, thus raising standards.
- Develop students' confidence and self-expression, through integrating more speaking and listening / oral communication.
- Promote knowledge and understanding of the students' standards of achievement and assessment in speaking and listening, writing and reading and the identification of any areas of strength and weakness.

Actions

- Develop and display key spellings and terminology in subject areas.
- Develop and use writing frameworks according to their subject.
- Provide a dictionary/thesaurus station in their area. (Online/Paper)
- Develop and use strategies to develop and support students in teaching writing, speaking, listening and reading skills.
- Develop and use approaches which are relevant to all curriculum areas and students of all attainment levels.
- Continue to develop and use a variety of activities that promote interactive learning using literacy skills.
- Monitor student progress, using formative and oral assessment. This should inform strategies that can support students in their learning and provide them with support and feedback to make progress in line with and above national expectations.
- Encourage pupils to self-assess their written work, using aids in exercise books and throughout their homework diaries.
- Apply a standard 'written communication marking policy' across the school (see Appendix 1).

Literacy Across the Curriculum

Written Communication Marking Policy

The following symbols will be used by your teachers in all subjects to monitor and improve your writing:

Symbol	What does it mean?
C	Add the missing or amend the misplaced capital letter
P	Add the missing or amend the misplaced punctuation mark
NP	A new paragraph is needed
WW	The wrong word has been used and needs to be amended (<i>e.g. 'there' has been used instead of 'they're'</i>)
SP	Correct the spelling error
EXP	Make this sentence clearer as your expression is unclear