



Literacy Policy

Rationale:

To develop in children the ability to speak, listen, read and write competently and confidently for the purposes of communication, learning and enjoyment in our society.

Guidelines:

1. Children will be given maximum opportunity to develop their full potential in the three dimensions of: Reading, Writing, Speaking and Listening in the Domain of English.
2. The English Program is based on the VELs;
3. Materials and activities will be inclusive (culture, religion and gender).
4. Thinking Tools and ICT will be explicitly included in the program to assist students in clarifying their thinking.
(Eg. Quality in Schools – Tools of Engagement)
5. Individual Learning Plans will be generated for all students
6. The whole school literacy plan will outline action for school improvement in Literacy.
7. Literacy will link into other areas of the curriculum.
8. Literacy development is the responsibility of all staff and is reliant on the home/school partnership.

Implementation:

1. All children will be given an opportunity to use the three dimensions of English on a daily basis. Ten hours of literacy instruction will be provided during a week which includes 2 hours of literacy each day.
2. Professional Learning Teams will develop a Literacy planner incorporating a whole school year plan and a four term plan in which their Early Years and Middle Years program will be based on VELs standards.
(progression points)
3. Each teacher will be responsible for developing a weekly/daily planner showing groups and learning intention for each Literacy lesson.
4. The format of each Literacy lesson will be on the whole-part-whole model.
5. Handwriting (Victorian Cursive) will be a regular part of the focused classroom routine.
6. The school spelling approach is outlined in the Rupanyup Primary School Literacy Provision Plan and is a support document for this policy.
7. Parents will be kept informed of developments in Literacy. Home reading will be encouraged and monitored for all children.
8. Each class teacher will keep on-going records of each child's progress in all three dimensions and these moderated work samples of each child's work will be used for assessment purposes.
9. PLTs will allocate time in their meetings for sharing reflective practices including moderating work samples and scaffolding new learning.
10. Students will be assessed against intended outcomes using a variety of assessment tools and their achievement reported to parents based on VELs levels.
11. The Assessment Schedule outlines the relevant assessments for each grade level.
12. Students will be given opportunities for self-assessment and goal setting.
13. Reading Recovery and other Literacy Intervention Programs will be offered to selected students.
14. Extension/enrichment programs will be provided for those students who are performing above/below expected levels.
15. ESL support will be provided for those who need it.
16. Professional Learning will be undertaken by all staff to maintain and improve their Literacy knowledge and skills.
17. All students will have an Individual Education Plan.

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

<p>Ratified by School Council</p> <p>Signed:</p> <p>School Council President:</p>	<p>Date: 18/10/16</p> <p>Principal: G Young</p> <p>M Downer</p>
---	---

Ratified by School Council 12th November 2008