



Kirkbie Kendal School Academy Trust

Policy Title:	Literacy Policy
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Member of Staff Responsible for review:	Headteacher
Governors' Committee/SLT Responsible:	SLT (Curriculum to note)
Status:	Adopted
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Date for next scheduled review:	Feb 23

Change Record		
Version	Date	Description
1.1	SLT 26 Feb 18 20 Mar 18 (Curriculum to note)	Inclusion of reference to reading Removal of Appendix A (Techniques)
1.2	SLT 21 Jan 21 Curriculum 9 Feb 21	No changes
1.3	SLT 31.01.22 Curriculum 9.02.22	No changes
1.4		

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"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy."

KIRKBIE KENDAL SCHOOL ACADEMY TRUST

LITERACY POLICY

Rationale

All students benefit from the development of high-level skills in literacy; such development is essential if students are to achieve their potential in any given subject. Effective literacy skills are the key to raising standards across all subjects and essential if we are to equip students with the skills and knowledge they need for life beyond school. As teachers at KKS we all share the responsibility for giving our students the best opportunity for success in the future. Language is the medium through which students learn and express themselves in all areas of the curriculum and all teachers have a stake in building effective literacy. Language itself can arise in different forms and we need to be equipped as classroom practitioners to support students in their development. It is more, however, than a question of 'basic skills'; good literacy skills are a vital component of personal and intellectual progress. We aim to encourage KKS students to read, write, speak and listen with increasing effectiveness in order to achieve their potential.

Defining Literacy

Literacy is separated into 3 key areas:

- Speaking and Listening skills – Speaking encourages students to organise and structure ideas, while active listening is key to picking out important information.
- Reading skills – Ability to interpret a range of different text types as well as understanding how style and format can affect how different meanings are communicated.
- Writing skills – In conjunction with grammar, punctuation and spelling, students should also learn about the craft and different styles of writing for different purposes.

Aim

All subjects will play a role in progressing students' literacy skills and all teachers have responsibility for aspects of literacy development in their students. Focusing on literacy seeks to enhance the learning of students and makes the curriculum more readily accessible for students.

Impact in the classroom

Students:

- Ensure work is completed to the highest standard, taking time to proofread and check for literacy errors and mistakes.
- Will take accountability for poor standards in work and repeat work if needed.
- Will engage with literacy errors when identified by the teacher. Students will seek to self-correct the mistakes and speak to the teacher if they are unclear about what action to take.

Teachers:

- Will maintain a high profile for literacy in their lessons.

- Should return work to students if an appropriate and acceptable standard of written literacy is not achieved.
- Will identify 3 literacy errors, in extended writing, and circle them. Teachers should then instruct students to self-correct in their books or below the piece of work.
- Will use written and verbal feedback to create a dialogue between teacher and student to ensure mistakes are understood in a bid to make those errors less common.
- Will utilise techniques and strategies to engage with literacy in the classroom.
- Will provide opportunities for students to read in class and at home.
- Will ensure that form tutors are giving students time to read during Form time.

HoDs/HoYs:

- Will maintain a high profile for literacy in the subject area and in Form time.
- Will ensure that there is a focus on literacy in departmental work scrutiny and lesson observations.

Line Managers:

- Will ensure that literacy is a focus of any departmental work scrutiny or lesson observation.
- Will promote reading across the school.

RELATED POLICIES:

Assessment & Reporting Policy
 Curriculum Policy
 Learning & Teaching Policy
 Work Related Learning Policy

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