



Barcombe Hamsey Plumpton
Skylark Federation

ENGLISH POLICY

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SignedChair of Governors

Date

Signed Executive Headteacher

Date

English Policy

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Rationale

English makes a major contribution to the development of a child's language, which in turn contributes to the child's understanding of his or her world, the world of others and the world of imagination. We believe that language is the basis of all learning. It is language that allows us to share experiences and it is through language that we develop ideas and opinions. Language is a most important area of the curriculum as it is the key to all other areas of study. Since English is integral to the learning process throughout the curriculum, it follows that whenever anything is being taught or learned, there is potential for developing a child's written and oral language.

We wish to provide the best possible opportunities for children to learn to express themselves well in speech and in written work, including factual and imaginative work, prose, verse and drama. Reading is an essential skill which children need to master and every opportunity will be taken to encourage its development. The school will build on the language experience that children bring from home. Children have considerable knowledge and understanding about language and the way it works before they start school. Language development at school will be a continuation of pre-school language development. As a child moves through the school we will balance language activities which relate to the child's own world which introduce him/her to new worlds and we will make it clear that language continues to develop out of school as well as in school.

Aims

Our English policy will enable pupils to:

- a) Use phonics to read and write with confidence, fluency and understanding;
- b) Use phonics knowledge to monitor their reading and correct their own mistakes;
- c) Understand the sound and spelling system and use this to read and spell accurately;
- d) Have fluent legible handwriting;
- e) Have an interest in words and their meanings and a growing vocabulary;
- f) To develop an understanding of grammatical conventions used in speaking and writing;
- g) To develop age appropriate strategies for spelling in line with the new NC;
- h) Know, understand and be able to write in a range of genres in fiction and poetry, and understand and be familiar with some of the ways in which narratives are structured through basic literary ideas of setting, character and plot;
- i) Understand, use and be able to write a range of non-fiction texts;
- j) Plan, draft, revise and edit their own writing;
- k) Have a suitable technical vocabulary through which to understand and discuss their reading and writing;
- l) Through reading and writing, develop their powers of imagination, inventiveness and critical awareness;
- m) Experience the potential of drama as a creative art form and as a learning method;
- n) Enjoy the world of books and literature
- o) Identify and support all pupils following the guidance as laid out in the East Sussex Dyslexia Learning Friendly policy.

Reading

Aims:

- To teach children to use their phonics knowledge as their primary reading strategy, blending sounds to read words.
- To provide a school environment which is rich in a variety of genres
- To ensure that reading is an enjoyable and worthwhile activity and children read for pleasure.
- To develop pupils' advanced reading skills and comprehension, for example, evaluating a story, analysing style and structure, identifying implicit meanings.
- To involve the child's family through the use of home/school reading records.
- To ensure the children understand the variety of written language and the differences between fiction and non-fiction
- To ensure that the children can understand and respond to a wide range of books and media texts
- To ensure that the children improve their abilities in analysing, evaluating and criticising texts which they have read.

Methods:

Phonics

The Reception/ Year 1/2 Class will immerse the children in books, helping them to enjoy stories, rhymes, poems, songs etc. Letters and Sounds, together with Jolly Phonics' actions (in EYFS), images and stories, will be continued and/or introduced from the children's pre-school settings. The Letters and Sounds phonics scheme, which will continue throughout Key Stage 1 and into early Key Stage 2, will teach the children the 44 phonemes. The children will initially learn the most common ways of representing these sounds and ways to blend sounds together, and will then move on to learning alternative grapheme-phoneme correspondences. Alongside learning words that are made up of these sounds, the children will learn 'tricky words'/ high frequency words which they will come across on a regular basis in their reading. Within Key Stage 1 and early Key Stage 2, the children will have daily phonics sessions of twenty minutes. The children will be grouped by ability, with children swapping groups where needed and interventions happening where needed. In Upper KS2 intervention sessions will happen to help children with phonics gaps. Class environment will be rich with phonics displays and support for the children. Each KS1 classroom will have a phonics display to aid the teaching of phonics and help children be independent in lessons.

Power of Reading scheme

The schools support the Power of Reading scheme and staff have access to their website and schemes of work. Power of Reading encourages the use of high quality literature in English lessons and focuses on raising children comprehension skills and love of reading. Within each year it is expected that staff will use at least 3 PoR texts in the classroom.

Guided Reading

Throughout the school, the children will take part in shared and guided reading sessions and will be encouraged to enjoy texts and apply their phonics knowledge to read fluently. Children will also be encouraged to use a range of strategies in order to comprehend texts.

Reading strategies are to be taught alongside writing in English lessons with a clear reading focus at least once a week. Discrete reading sessions will also take place on a daily basis for half an hour and these will show progression across the school:

EYFS – 1:1 readers or small group reading with a focus on blending

Year 1/2 - Guided reading carousel with teacher led groups reading aloud. Focus on fluency and comprehension (in relation to NC)

Year 3/4 – A move to whole class shared reading with a focus on comprehension skills required in the NC. Small group guided reading sessions on some days for those children who require it.

Year 5/6 – A whole class shared reading session where a text is shared and discussed to improve comprehension and enjoyment of reading. Children who still need to improve fluency will read 1:1 during intervention times.

Resources for Reading

1. Phonic phase books to be kept in KS1 classrooms/central store and used as home readers for children in EYFS and KS1.
2. Phonics resources/ displays to aid early readers with blending sounds.
3. Book corners/areas in each classroom containing a selection of fiction and non-fiction, and poetry books. This area should celebrate and encourage reading for pleasure.
4. A pleasant library area where children can choose from a selection fiction and non-fiction books, Big Books, poetry books and comics.
5. Sets of reading books for Guided Reading which cover a range of genres and are graded according to reading ability/phonics phase.
6. Material all around to develop reading, for example, indexing, captions, labels, instructions, labels, audio books and children's own written work.
7. Regular purchase of new non-fiction and fiction books.
8. Book Fair Week.
9. Visitors e.g. authors and storytellers.
10. ICT (including daily use of interactive whiteboards in each class).

Home/School Reading

An important ingredient of reading with the children is the home/school reading scheme. Books are to be taken home regularly for the children to read, to or with their parents, older siblings or another adult, or independently. The children will all have a Reading Record Diary, in which comments can be made by both parents, the teacher, or, if they are older, by the children themselves. This provides an important home/school link. There will be an expectation that these are filled in at least 3 times a week. Readers will be rewarded through use of certificates in celebration assemblies. Those who read 4 times per week will be celebrated as Reading Stars.

Within the Foundation Stage, Key Stage 1 and lower Key Stage 2, phonic phase specific books will be used alongside schemes such as: the Oxford Reading Tree Scheme, the Storyworlds Scheme and the Cambridge Reading Scheme.

Writing

Aims:

- To develop pupils' writing skills so that they can:
 - express themselves clearly and precisely for enjoyment
 - demonstrate their understanding of how writing enables them to remember, communicate, organise and develop their ideas and information
 - write for an increasing range of purposes matching their language to the needs of the appropriate audiences
 - recognise how different grammatical functions have an impact on the reader.
 - understand the appropriate use and purpose of an increasing range of written forms
 - use their phonics to segment and spell words.
 - write neatly and with accurate punctuation.

Children will learn to write gradually. Their writing will improve within a supportive environment where they are allowed to develop and make mistakes. Children's confidence will grow if the attitude of others is supportive, not only praising, but commenting constructively in a perceptive manner. Writing is closely related to reading and the two activities will reinforce each other in English lessons. Pupils need to understand that much of their writing will be read by other people. It is also very important that writing is valued within the class and school by displaying and publishing children's written work.

Methods:

Across the Federation the Talk for Writing scheme is to be used alongside The Power of Reading Scheme books for fiction and non-fiction writing. The Talk for Writing scheme enables children to learn new vocabulary and grammatical skills by immersing them in a high quality text, often from the Power of Reading scheme. Together the class learn the story and begin using the rich vocabulary to re-tell the story. The children then move onto 'innovating' the story, e.g. making additions to it, re-writing it from a characters point of view, changing the genre of it, etc. Finally children should use the skills they have learned and picked up from the text to write their own story.

Rich texts, especially those recommended by the Power of Reading scheme, are used to support this scheme and are linked to learning journeys where possible.

During Key Stage 1, the teaching of phonics, spelling and handwriting are to be used systematically to support writing and to build up accuracy and speed. Through Key Stage 2, there will be a progressive emphasis on the skills of spelling, planning, drafting, editing, revising, proof-reading and the presentation of writing and the grammatical aspects of writing. The range of reading and writing will increase and, with it, the need for pupils to understand a wider variety of texts, their organisation and purposes.

Modelling is to be seen in all writing lessons to show children what the writing process looks like and to model high level writing.

Independent Big Writing sessions are to take place termly. All teachers are to follow the Big Writing Long Term Plan. Writing moderation meetings to happen termly using the NC objectives and interim assessment documents (year 2 & 6) and looking at an independent piece of writing alongside children's workbooks. This will ensure consistency across the schools and a deep understand of what a mastery writer looks like in each year group.

Each child, from EYFS onwards, is to have their own Big Writing folder which will contain their independent writing, together with the corresponding 'marking' sheets. The children will have access to these folders, so that they can see the areas where they have been successful and the areas that they need to work on. These folders will go with the children as they progress through the school.

All children's workbooks are to have the year group objectives or the interim documents stuck into the front and these are to be used for planning and assessment purposes.

The children will have access to ICT for developing and extending the writing process, either through the use of class computers or during weekly laptop sessions.

Grammar, Punctuation and Spelling

Aims:

- To ensure that all pupils have knowledge of phonics and spelling patterns in order to spell age appropriate words accurately.
- to look at the internal structure of words.
- to study groupings of words and common structures.
- to realise that they can spell from memory and have the confidence to do so.
- to use word lists, dictionaries and thesauri.
- to learn a variety of other strategies as appropriate.
- to learn specific spelling rules.
- to improve accuracy in writing through knowledge of age appropriate grammatical conventions
- to recognise the impact of punctuation on fluency, accuracy and meaning when reading and writing

From Key 1 Stage onwards, phonics and segmenting is to be the primary approach used, however, children are encouraged to 'have a go' at spelling unfamiliar words. In marking, emphasis is placed on positive reinforcement of correct sounds used. 'Corrections' are pointed out as the year progresses, appropriate to development and ability, as children become more confident as writers and are able to understand some spelling rules.

Children will be taught specific spelling rules from year 1 onwards in line with the spelling rule outlined in the NC.

Grammar is to be taught daily for 20mins 3 times a week and incorporated into daily English lessons to provide context.

Teachers are to model good grammar in every lesson and use the correct terminology from EYFS onwards.

All classes to have and use the CGP targeted question books to help with grammar planning.

Handwriting

Aims:

- To develop a handwriting style with flow, neatness, good presentation and consistency.
- To provide the children with a framework to allow progression throughout the school.

Methods:

1. The youngest children will have access to different types of pencils when they begin to write (rocket pens/handwriting grips)
2. The youngest children will also have the opportunity to make patterns with brushes, felt pens, crayons and other media, to encourage a flowing hand.
3. All children will have handwriting books, handwriting sheets and or tracing sheets for regular practice.
4. The Interactive Whiteboard and iPads will be used, wherever possible, to support handwriting.
5. Handwriting will be modelled by all adults working with the children in every English lesson and at all other opportunities.
6. The Write Dance programme will be used with children within the Foundation Stage and with children within Key Stage 1, if needed.
7. Handwriting pens will be introduced when children have mastered neat, joined handwriting in pencil from year 3 onwards. When they reach year 5 all children must be writing in pen.
8. Laminated sheets, with single, lower and upper case letters, numbers, and handwriting joins, are to be available on each child's table for reference (See English Coordinator folder).

Letter Formation:

Children are to be taught to form their letters in a coherent, structural style. Flowing letters help to give speed.

Children will practise single letters first, where emphasis will be placed upon ensuring consistency in size and proportions of letters and the spacing between letters and words. Once single letters are mastered, the children will then move on to joining, using learnt joins increasingly in their independent writing as they progress through the school. Children will begin by learning how to join digraphs and trigraphs, in the order that they are introduced in Letters and Sounds.

Handwriting Checklist:

- Single letters, and capital letters that start a word, will not have lead ins
- In joining, the letter x will be joined on to, but will not be joined on from
- Small letters the same height (a, c, e, i, m, n, o, r, s, u, v, w, x, z)
- Ascenders are to be the same height (b, d, f, h, k, l, t)
- Descenders are to have the same length tails (f, g, j, p, q, y)
- Loop 'g's, 'y's, fs and js, ks can be looped at teachers discretion.
- All ascenders and descenders are to be at the same angle

****For further information see separate handwriting policy****

Speaking and Listening

Aims:

- To ensure the development of effective speaking and listening so that pupils can:
 - formulate, clarify and express their ideas
 - express themselves in a variety of situations, using language which is appropriate to their needs and the intended audience
 - listen, understand and respond appropriately to others
 - use, with increasing confidence, the vocabulary and grammar of standard English.
- To create an environment in which children feel confident to talk, and know that what is said is valued.

Opportunities for talk will be provided for a range of purposes:

- a) Describing
- b) Informing and expanding
- c) Instructing and directing
- d) Reporting and narrating
- e) Presenting arguments and debating
- f) Show and Tell sessions

There should be appropriate planned intervention by the teacher, as a receptive listener, as a catalyst, a facilitator, as a person who asks pertinent questions leading to clarification of thought and further ideas (not merely question and answer sessions).

Children should become familiar with tasks which support talk, and communicate their conclusions to Others, for example, reporting a group's findings to the rest of the class and taking part in plenary sessions. Adults must be seen by the children to value their achievements as talkers and listeners, as highly as their achievements as readers and writers. Where this happens, the children will be enabled to take a similar view of themselves. The groupings of children will need to reflect the purpose of the activity; consideration should be given to special needs and equal opportunities. A guiding principle should be to ensure children learn to work harmoniously and effectively with a range of children

External audiences for children's talk may include:

- Parents
- Governors
- Members of the community
- Children from other classes and schools
- Other staff
- Other visitors

Monitoring Speech

Careful observation by the class teacher - reference made in the pupil's record if necessary and with recourse to the SENCO.

Monitoring Listening

This is an important aspect of child development and is encouraged in all aspects of the English Curriculum.

Ways to develop listening skills:

- Children to listen and learn poems/rhymes
- Drama and role play
- Use of voice to introduce variation
- Music, repeated melodies and phrases
- Action songs and miming stories
- Children telling news, others listening
- Asking questions about a story
- Giving an alternative ending to a story
- Puppet shows

Presentation of Work

These guidelines aid children in all written work:

- All pieces of work to have a lesson objective stuck in at the top of the page.
- Always write the date at the top of a piece of work. The date should be written fully in English (KS2) and printed in KS1
- Always use a pencil (KS1) and pen by year 4.
- Always write neatly and carefully. Join your handwriting from year 2 onwards.
- Begin writing under the WALT and starting at the left hand side by the margin
- Write on every line, not every other line.
- Always write in complete sentences when appropriate.
- Always take care to spell correctly.
- Put a neat line through mistakes.
- Only use a rubber when drawing or for 'small' mistakes
- Never write or draw on the cover of your books; keep them clean.
- Write question numbers in the margin.
- 'Final copies' of all work in exercise books should be presented neatly.
- Rushed or untidy work will not be acceptable.

Conclusion

- The English policy functions through effective teaching and learning strategies (see policy). We aim
- to promote enthusiasm and motivation and encourage positive attitudes to learning whilst ensuring
- progression in English throughout the school.
- Through regular reviews of the English policy i.e. staff meetings, INSETS, Governor Curriculum
- Committee, school monitoring, moderation, pupil target setting and achievement, the quality of
- language development will continue to be a high priority.