

Chadwell Heath Academy

A Specialist Mathematics, Computing, Science and Media Arts College



The Cross Curricular Literacy Policy

A Definition

The Governing Body recognises that all teachers are responsible for developing the ways in which students communicate, whether through writing or speech, and believes that all students should leave school equipped with the literacy skills to deal with further studies or the world of work. The Governing Body recognises that the concept of literacy encompasses technological and visual literacy and wishes to promote good practice in all subjects and all types of literacy.

The English Department

The English Department will lead in the improvement of literacy standards through:

- explicit teaching of word, sentence and text types.
- explicit teaching of spelling, punctuation and grammar strategies.
- teaching, learning and assessment of skills in reading, writing and speaking and listening.
- the Year 7 '*Reading Evening*' for parents.
- promotion of events which may include *Readathon*, *National Book Week*, *National Poetry Day* and *World Book Day*.
- Years 7 to 9 reading time.
- encouragement of reading for pleasure.

The Social Inclusion Department

This department will play a key role in improving standards of literacy by:

- targeting the literacy levels of students who have SEN or who are registered as EAL.
- running the '*Toe-by-Toe*' sessions and early morning reading clubs.
- providing a homework club.
- supporting students in lessons.

Cross-curricular Literacy

All teachers are responsible for helping to improve literacy standards by:

- making materials accessible to students by using plain English.
- displaying word walls and subject word lists in classrooms.
- using writing frames to support less able students.
- attending whole school literacy INSET sessions.
- encouraging the widespread use of dictionaries and thesauri.
- highlighting subject specific vocabulary and the use of key words.

Pastoral Teams

The importance of literacy should be reinforced at a pastoral level through:

- Assemblies.
- the use of word games and individual reading in registration time.
- the Year 7 literacy module taught during PSE.
- the reinforcement of literacy standards when writing *NRA*s, *Records of Achievement*, *Work Placement Letters* and *UCAS Applications*.