

Every member of our school has a responsibility towards ensuring that literacy is firmly embedded within our school culture.

Across the school, we must:	Teachers and Staff must:	Students must:
<ul style="list-style-type: none"> -be explicit in all subject areas -identify the strengths and weaknesses in students' work from across the school - use INSET days, staff meetings, literacy mornings and PSHE lessons as learning opportunities to embed and strengthen students' literacy -adapt the identified whole school literacy priorities for each year -seek to identify progression in the main forms of reading, writing, speaking and listening undertaken in each department and strengthen teaching plans accordingly -plan to include the teaching of objectives to support learning in own subject area -review this literacy policy annually 	<p>Senior Leadership: lead and give a high profile to literacy</p> <p>English Department: provide pupils with knowledge, skills and understanding they need to read, write and speak and listen effectively</p> <p>Teachers across the curriculum: contribute to pupils' development of language, since speaking, listening, writing and reading are, to varying degrees, integral to all lessons</p> <p>Literacy co-ordinator: train and support departments in the implementation of strategies and encourage departments to learn from each other's practice by sharing ideas</p> <p>Learning support staff: provide additional scaffolding for students with identified literacy weaknesses</p> <p>Parents: encourage their children to use the range of strategies they have learnt to improve their levels of literacy. Also to encourage their children to develop their literacy skills through encouraging reading for pleasure at home</p>	<ul style="list-style-type: none"> -use the Keys to Success in their planners to aid them in writing for a range of subjects -use the Keys to Success to green-pen their work -know and understand the Literacy Marking Policy codes -take increasing responsibility for recognising their own literacy needs and making improvements -have an age-appropriate reading book with them at all times -take part in literacy mornings once a week during am registration -use skills and strategies they are taught in Literacy and English lessons in other subjects -speak in standard and formal English to peers and staff at all times