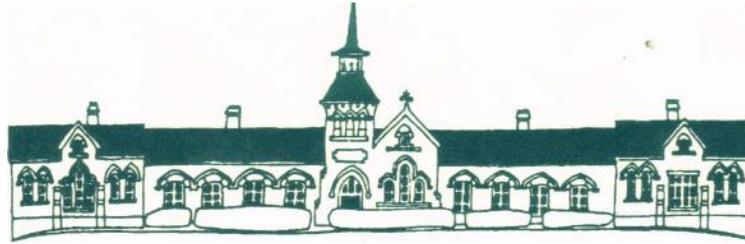


BEECHWORTH PRIMARY SCHOOL



No. 1560

Believe - Persist - Succeed

Beechworth Primary School

English Policy

Purpose

- The establishment of sound and well developed literacy skills are essential to future student learning and successful interaction with the world. Literacy in the 21st century will be taught across all subject areas and programs throughout the school utilising a diverse range of tools and devices.
- To provide a program which ensures all students maximise their learning potential and develop their literacy skills.

Policy statement

Background

English is a government priority. Our school commits itself fully to the realisation of a high literacy standard for all our students.

Whole school engagement

- Teachers are expected to follow previously agreed upon English Scope and Sequence Overviews, Assessment schedules and the Hume Region Placemats.
- The school staff will plan, implement and document English.

Responsibilities

Literacy Coordinator

- Coordinates, in conjunction with the Principal, professional staff development and in-service training to support staff in exemplary Literacy teaching and whole school assessment practice.
- Purchases Literacy resources to support staff development, classroom programs and student take home reading material.
- Lead Literacy discussion about exemplary teaching and assessment practice.
- Oversee the planning, implementation and documentation of Literacy, including Literacy assessment.

Procedures

- Hume Placemat is a resource used to guide explicit teaching practice. It outlines the structure of literacy lessons and possible strategies for lesson development and implementation. The document is available on Compass School resources and from the Literacy Co-ordinator.
- Amount of time spent teaching writing and reading – This is a daily practice using the resources outlined within this policy. In total 8-10 hours per week as per the Victorian Curriculum F-10 guidelines will be taught.

- Soundwaves Program – A phonemic approach to reading and spelling implemented through the whole school. A suggested program for each year level can be accessed in the Student and Teacher books. Additional resources are available on Compass School resources. (Student placement tests and assessments are available through the online component of at Firefly Education. It is recommended that we purchase these in the future when funds become available.)
- Speaking and Listening is prescribed in the Victorian Curriculum F-10. See Beechworth Primary School Scope and Sequence.
- Handwriting – Formal handwriting is to be explicitly taught up to and including Year 4. Victorian pre-cursive script will be explicitly taught in Foundation – Year 2. Victorian cursive script will be explicitly taught in Years 3 and 4. Resources are available on the DET website at ‘Handwriting- Learning and Teaching Resources’.
- ICT usage in literacy - Digital Literacy will be used to, engage, create and organise student learning where appropriate.
- Reading and Writing will be formally assessed throughout the year as per the Beechworth Primary School Assessment Schedule.
- Home reading program – All teachers will enable a home reading program by ensuring every student has access to a book for home reading. All teachers will oversee the home reading until the student has attained Level 30 with full understanding and comprehension as indicated by assessment using PM Benchmarks and/or Cars and Stars. Time spent on home reading will comply with the homework policy of Beechworth PS.
- It is recommended that all Education Support staff be provided with Literacy training.

Relevant accountability documents

- English Domain from DET - [DET English Domain](#)

Related school policies

- Curriculum Policy
- Teaching and Learning Policy
- Homework Policy

Monitoring and review

This policy should be monitored by the Literacy Coordinator and reviewed every three years by the Literacy Sub-Committee and School Council.

Endorsed by school council:

Date: 18th October 2017

Next review date: October 2020