



Beechworth Primary School

Be ...

Respectful, Safe, Persistent, Caring ... Always!

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. At Beechworth Primary School we aim 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. This work is part of the Education State overall improvement agenda, as articulated in the Framework for Improving Student Outcomes (FISO). The Strategy aims to empower and support schools identify and implement strategies to improve literacy and numeracy teaching and learning, based on their own particular circumstances and needs, as part of their Annual Implementation Plan (AIP).

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.
- Leads literacy discussion about exemplary teaching and assessment practice.
- Oversee the planning, implementation and documentation of literacy, including literacy assessment.

Teachers are expected to:

- Use previously agreed upon Beechworth Primary School Literacy Instructional Models, and Writing and Reading Scope and Sequence documents
- Use other resources to complement their understanding of the Victorian Curriculum such as; VCAA English Curriculum and Resources, mapped to the Victorian Curriculum F-10
- Engage in regular school-wide Professional Learning Teams (PLT) and Professional Learning Communities (PLC) work in a continuous improvement cycle
- Implement assessments outlined in the current assessment schedules to enable data to inform drive instruction
- School staff will work together in a whole school and unit level capacity to plan, implement and document English.

PROCEDURES

1. The workshop model is used to support the teaching of reading and writing. It outlines the structure of literacy lessons. Under this model the V.C.O.P and Big Write framework direct the explicit teaching of reading and writing strategies. The workshop model can be viewed on Google Drive and from the Literacy Co-ordinator.
2. Amount of time spent teaching writing and reading – This is a daily practice using the resources outlined within this policy. The total amount of hours spent on reading and writing is a minimum of 10 hours per week as per the Victorian Curriculum F-10 guidelines.
3. 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 as well as digitally through the Firefly Education website. A spelling assessment package is included in this program.
4. 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'.
5. ICT usage in literacy - Digital Literacy will be used to, engage, create and organise student learning in an integrative manner.
6. Reading and Writing will be formally assessed throughout the year as per the Beechworth Primary School (BPS) Assessment Schedule.
7. 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 Probe. Time spent on home reading will comply with the homework policy of BPS.
8. It is recommended that all Education Support staff be provided with regular literacy training.

RELEVANT ACCOUNTABILITY DOCUMENTS

- English Domain from DET - [DET English Domain](#)
- Beechworth Primary School Reading Instructional Model
- Beechworth Primary School Writing Instructional Model
- Beechworth Primary School Reading Comprehension Scope and Sequence (2019)
- Beechworth Primary School Writing Scope and Sequence (2019)
- Beechworth Primary School Spelling Scope and Sequence (*Spelling it out*, Misty Adoniou. 2016)

RELATED SCHOOL POLICIES

- Curriculum Policy
- Teaching and Learning Policy
- Homework Policy

MONITORING AND REVIEW

This policy should be reviewed every three years by the School's Leadership and presented to School Council.

Presented to School Council:

Date: 26 May 2021

Next review date: 2024