



Beechworth Primary School

Be ...

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

ENGLISH POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the School Office.

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's overall improvement agenda, as articulated in the Framework for Improving Student Outcomes (FISO 2.0). The strategy aims to empower and support schools to 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).

Whole school engagement

- Teachers are expected to follow previously agreed upon English Scope and Sequence overviews, Assessment Schedules and the BPS Literacy Instructional Model.
- School staff will work together in a whole school and unit level capacity to plan, implement and document English instruction.

RESPONSIBILITIES

English Leader, in conjunction with the Principal and Learning Specialist:

- Participates as a member for the School Improvement Team (SIT).
- Supports and engages in planning of 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.
- Contributes to literacy discussion about exemplary teaching and assessment practice.
- Undertakes the planning, implementation, and documentation of school-wide literacy, including literacy assessment.

Teachers are expected to:

- Use the agreed upon Beechworth Primary School Literacy Instructional Model, and English Scope and Sequence documents.
- Use other resources to complement their understanding of the Victorian Curriculum English V2.0 such as; VCAA English Curriculum and Resources, [DET Literacy Teaching Toolkit](#).
- Teachers collaborate weekly in planning sessions using curriculum documents and student data to drive lesson planning.
- Facilitate teaching and learning English in the classroom, using the formative and summative assessment tools to tailor the learning to the individual needs of the students.
- 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 and drive instruction.
- School staff will work together in a whole school and unit level capacity to plan, implement and document English instruction.

PROCEDURES

1. The BPS Literacy Block Instructional Model is used to support the teaching of reading, writing and spelling. It outlines the structure of literacy lessons. The BPS Instructional Model can be viewed on Google Drive and from the English Leader.
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.
3. The V.C.O.P tools and Big Write framework are used in each classroom to ensure consistency in assessment and learning structures and language.
4. Sounds-Write Program – A synthetic phonemic approach to reading and spelling is implemented through foundation to Grade 2 classes and is used as a Tier 2 intervention for students who require additional support. The program emphasises explicit teaching through a cycle of speaking, reading and writing.
5. Handwriting – Formal handwriting is to be explicitly taught up to Grade 6. Victorian pre-cursive script will be explicitly taught in Foundation – Grade 2. Victorian cursive script will be explicitly taught in Grades 3 and 4. Grade 5 and 6 students continue to practice handwriting to ensure legibility and fluency. Resources are available on the DET website at ‘Handwriting- Learning and Teaching Resources’.
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/material for home reading. All teachers will oversee the home reading until the student has been deemed to have a level of reading independence. All students across the school are encouraged to engage in daily home reading as stated in the BPS Homework Policy.
8. It is recommended that all Education Support staff be provided with regular literacy training.

RELEVANT ACCOUNTABILITY DOCUMENTS

- BPS Literacy Instructional Model
- BPS Sounds-Write Scope and Sequence (2024)
- BPS Literacy Scope and Sequence (2024)
- Spelling Scope and Sequence (*Spelling it out*, Misty Adoniou. 2016)
- BPS Assessment Schedule

RELATED SCHOOL POLICIES

- Curriculum Policy
- Teaching and Learning Policy
- Homework Policy

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual staff professional learning.
- Hard copy available from the School Office upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	29 May 2024
Consultation	Beechworth Primary School Leadership Team 13.5.2024 School Improvement Team- 20.5.2024 Literacy Curriculum team – 28.5.2024
Approved by	Principal – Susan McDonald
Next scheduled review date	May 2028