



THOMAS'S CLAPHAM LITERACY POLICY

INTRODUCTION

Thomas's Clapham aims to encourage and assist all pupils to attain excellent levels of literacy. To this end, this policy is intended to support all teaching staff in implementing Whole School Literacy. The policy was developed through a process of consultation with teaching staff and will be reviewed annually.

AIM

- To attain high standards of literacy across the curriculum.

PRINCIPLES

- "Every teacher in English is a teacher of English." – George Sampson, 1922 Literacy is implicit within every subject. It should not be taught separately as an extra exercise.
- "Literacy should be subject specific and driven by content" –Sampson
- If pupils are only encouraged to write well in English lessons, they will not necessarily see this as a transferrable skill.

STRATEGIES

- Up to Year 4, class teachers should ensure that current level of literacy (as observed in English/Literacy lessons) is represented for each pupil in all subjects.
- Specialist teachers teaching below Year 5 should be aware of baseline expectations of literacy for each year group they teach and (in general terms) how each individual pupil relates to that baseline, including information from LE department.
- From Year 1 upwards, all teachers should insist on capital letters and full stops being used correctly in all work.
- From Year 5 upwards, all teachers should be vigilant in the following areas:
 - Spelling – not just key vocabulary
 - Homophones, especially common words such as there/their
 - Use of paragraphs when writing more than a few sentences
- Pupils should be encouraged to avoid repetitive, simple writing and encouraged to use varied vocabulary and sentence structure.
- All teachers should encourage proof-reading wherever possible, including self- assessment as well as peer-assessment.

- English specialist staff are happy to be consulted by colleagues to clarify matters of punctuation, grammar etc.

See also: [Assessment Policy](#), [Curriculum Policy](#), [Clapham Teaching and Learning Policy](#)

This policy will be reviewed annually and/or when needed			
Latest Review: October 2017	By:	Shazia Chand, Deputy Head – Academic	No changes
Next Review: October 2018	By:	Shazia Chand, Deputy Head – Academic	