

Mountain Ash Comprehensive School



'Every Child Will Succeed'

Literacy and Numeracy Framework Policy

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Section 1: INTRODUCTION

Literacy and numeracy skills are essential in order for young people to reach their potential whether they are planning to enter further or higher education or the employment market. The National Literacy and Numeracy Framework intends to improve literacy and numeracy standards in Wales.

The development of literacy and numeracy skills cannot be the preserve of the English / Maths or SEN departments. It is a whole school collective responsibility and it is key for all staff to assess achievement, meet targets and raise standards.

Literacy and Numeracy skills should be taught within a variety of curricular contexts by meaningful and relevant activities. In this way we can ensure that our pupils become literate and numerate and that they enjoy language and communication in all their forms.

Literacy and Numeracy development must be a continuous learning process across all key stages. It can be assessed across a broad range of activities. Certain skills can be revised continuously in order to refine pupils' language development.

Section 2: AIMS

Mountain Ash Comprehensive School aims to:

1. Raise awareness of the content and importance of the LNF among staff, students and parents.
2. Ensure there is a consistent, effective and complete approach to curriculum planning and the teaching of literacy and numeracy.
3. Implement and develop a reliable system of formative and summative assessment against LNF criteria.
4. Track students' progress against LNF criteria.
5. Use data to target intervention strategies to assist underachievers.
6. Report to parents and stakeholders on the progress of individuals based on teacher assessments.
7. Ensure there is regular evaluation and development of strategies and resources used to teach, support, and assess students with regards to literacy and numeracy.
8. Work in collaboration with feeder schools to provide effective transition from KS2 to KS3 in relation to the Literacy and Numeracy Framework.

Section 3: AIMS EXPLAINED (strategies and responsibilities)

1. Raise awareness of the content and importance of the LNF among staff, students and parents.

1.1 Staff training will raise awareness of the LNF.

1.2 Departments will have responsibility for particular strands of the LNF.

1.3 Level ladders concerning progression through the LNF will be displayed in the relevant classrooms and throughout the school.

1.4 Departments will self-audit provision of literacy and numeracy against LNF standards each year.

1.5 Departments will reference the provision of the framework in all schemes of work at Key Stage Three.

1.6 Pupils will receive feedback in accordance with LNF standards.

1.7 Reports will be generated for parents in accordance with LNF standards.

2. Ensure there is a consistent, effective and complete approach to the teaching of literacy and numeracy.

2.1 SLT and department book reviews and lesson observations with a focus on Literacy and Numeracy will serve to ensure both consistency and efficacy, and ensure all departments are working towards the same standards.

2.2 Departments will each take responsibility for the introduction, consolidation, progression and assessment of certain strands of the LNF.

2.3 Form tutors will be responsible for teaching literacy and numeracy during form time.

2.4 Heads of Department will provide strand-specific evidence for quality assurance and sharing good practice in at least 3 strands for literacy and numeracy.

2.5 A whole school portfolio of evidence will be created and revisited each year to ensure consistency across the school.

- 2.6 Staff members who have identified a need for CPD will receive the training to enable them to deliver literacy and numeracy effectively within their subject area.
- 2.7 Departmental and school development plans will reference the LNF.
- 2.8 Whole school mapping document will ensure complete coverage of every aspect of the LNF and identify areas for improvement.
- 2.9 Audit of the cohort's levels of Literacy and Numeracy will be used annually to inform future planning.

3. Implement and develop a reliable system of assessment against LNF criteria.

- 3.1 Departments will take responsibility for the creation and delivery of assessments within their own curriculum context.
- 3.2 Assessment will take place before tracking period 1, 2 and 4, with all aspects of the LNF covered during the school year.
- 3.3 Sampling of assessed work will occur termly within departments and annually across the whole school for the purpose of standardisation.
- 3.4 Oracy assessments will be monitored through recordings.
- 3.5 Assessments will be stored on the Shared Area and will be reviewed for effectiveness annually.

4. Track students' progress against LNF criteria.

- 4.1 Heads of Department will track students' progress for each strand they have responsibility for after tracking 1, 2 and 4 has been completed by all teachers.
- 4.2 A report of each student's/classes'/cohorts' ability will be generated and used to inform future planning and intervention strategies.

5. Use data to target intervention strategies to assist underachieving pupils and those with Additional Learning Needs including the more able and talented pupils.

5.1 NNT and NRT Data, along with tracking information, will be used to identify pupils requiring intervention or extra support.

5.2 Data from Star testing and Accelerated Reader will also be used to identify pupils requiring literacy intervention, such as guided reading groups.

6. Report to parents and stakeholders on the progress of individuals based on teacher assessments.

6.1 Individual reports will be distributed annually to students and parents.

6.2 Reports will be narrative and will include information on “next steps” for learners.

7. Ensure there is regular reflection and development of strategies and resources used to teach, support, and assess students with regards to literacy and numeracy.

7.1 Departments will compile a portfolio of:

- Resources used to deliver literacy and numeracy.
- Completed student work.
- Assessments and assessment decisions.

7.4 Departments’ portfolios of best practice will be used to create a whole school portfolio of best practice.

7.5 Staff and student voice will be used to assess:

- Awareness of the LNF.
- The delivery of Literacy and Numeracy in lessons.
- The suitability of assessments for literacy and numeracy.
- The effectiveness of individual literacy and numeracy interventions.
- The usefulness of literacy and numeracy based feedback.

8. Work in collaboration with cluster groups to provide effective transition from KS2 to KS3 in relation to the Literacy and Numeracy Framework.

- 8.1 To ensure consistency of assessment decisions, primary schools and secondary schools will meet to moderate and ensure consistency in the delivery of the LNF.
- 8.2 Primary-secondary links will be strengthened with Literacy and Numeracy Co-ordinators teaching lessons in primary schools. Joint schemes of work will be created for year 6 and year 7 in line with the LNF to ensure consistency in teaching and assessment.
- 8.3 Primary schools' NNT and NRT data will be used to inform future planning.