

Hugh Joicey C of E First School, Ford

ENGLISH POLICY 2013

Aims and objectives

English should develop pupils' abilities to communicate their ideas, views and feelings effectively in speech and writing and to listen with understanding. It should enable them to be enthusiastic, responsive and knowledgeable readers of stories, poetry and drama, as well as non-fiction and media texts.

English should enable pupils to be aware of a variety of forms and purposes in language and to develop their understanding and use of Standard English.

The 2013 English curriculum states that, '*The overarching aim for English in the national curriculum is to promote high standards of language and literacy by equipping pupils with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment.*' (English programmes of Study, p.3)

Early Years Foundation Stage (EYFS)

The Foundation Stage works towards achieving The Early Learning Goals as outlined in 'Development Matters in the EYFS'.

The Prime area of *Communication and Language* includes:

- Listening and Attention
- Understanding
- Speaking

The Specific area of *Literacy* includes:

- Reading
- Writing

All of which is underpinned by a focus on the *Characteristics of Effective Learning- playing and learning, active learning and creating and thinking critically.*

KS1 and KS2

Years 1-4 will be taught according to the new statutory requirements of the English Curriculum

Organisation

The number of children on roll will influence how children are grouped and may include year classes, mixed year groups and set groups.

Literacy will be taught daily and includes comprehension and extended writing activities.

Also independent reading time will be given where appropriate.

Planning

This is based on the National Curriculum. Medium term planning will be adjusted according to the length of term and class requirements.

Resources and ICT

Teachers use a range of resources e.g. Read, Write Inc, Storystarters Developing Early Writing, Grammar for Writing and Spelling Bank and a variety of other resources including good fiction/non-fiction, such as big books, guided readers, reading schemes, and the Nelson handwriting scheme. We also use materials such as i-pads, CDs, software word games, individual whiteboards, talk tin voice recorders, digital cameras, headphones, overhead projectors, computers, and interactive whiteboards.

In-Service Training

We use a variety of in-service training including staff curriculum meetings and INSET training, which keep staff and Governors up to date. These are dependent on school and staff development plans and identified needs and availability. Partnership support is developing.

STANDARDS

Current English targets for improvement

Current English standards and targets for improvement are ongoing and constantly under review. The focus of our current planning reflects analysis of results, test scores profiles and end of Key Stage results and will change year on year.

Assessment, recording and target setting

The purpose of assessment and monitoring by the teacher is to support pupils in their learning. This will be used to inform planning, teaching and reporting using both formal and informal evidence. Hugh Joicey First School uses the following forms of assessment:

- Weekly spelling tests in KS1 and KS2
- Day to day formative assessment
- Profiles and PRAMS to assess Developmental Matters stages and Early Learning Goals in Reception
- Reception use objective-led planning format to match activities to individual next steps in communication and language, reading and writing.
- APP
- Termly summative assessments each half term (3 x year) in KS1 and KS2 used to inform target setting for next term
- Targets recorded on tracking sheets.
- Children aware of targets, printed version in English books.
- Identify assessment in medium term planning
- Target setting with groups/individual pupils are agreed with parents at parent consultations.
- Reading records include teachers' comments for next steps and opportunities for parents to support and to comment on reading at home.

Monitoring and Evaluation

We have agreed criteria for:

- short term planning: date, objective, differentiation and evaluation, and
- teacher monitoring.

The Headteacher and coordinator monitor consistency of planning and a programme of classroom observations is undertaken. Feedback is given to teachers after such observations.

Collective findings from observations are used to inform future staff development needs.

We use monitoring of teaching and learning, scrutiny of planning and analysis of results to identify the school's strengths and weaknesses, which influence our school development plans.

School Improvement Partners and Governors monitor the school's progress along with

the Headteacher.

To be reviewed:
Spring 2016

CONTINUITY AND PROGRESSION

Continuity and progression are built into the planning to provide a continuous scheme of work as teaching objectives are set out progressively and children are taught appropriate National Curriculum teaching objectives. (See Appendix for Statutory requirements)

SPECIAL PROVISION

Children with special educational needs

Planned programmes of work and Intervention and Support Plans (ISPs, previously IEPs) are written in consultation with the SEN Co-ordinator and appropriate outside agencies (see SEN Policy). Children are set work appropriate to their needs with support.

Children with English as an additional language

Extra or special provision for pupils with EAL will be made where appropriate. Inclusion advice can be accessed through the multi-agency team.

Higher Achievers

Differentiated work is given to more able pupils to challenge their thinking.

Narrowing the Gaps

School is aware of the national trend of gender achievement and FSM issues and monitors progress of all groups. If necessary, special provision will be made through differentiated work and appropriate interventions.

Intervention

We provide the following support where appropriate:

- Talkboost (EY)
- Storystarters and narrative
- Read, Write Inc, small group sessions

PARENTAL AND INVOLVEMENT

Parents

Information evenings are provided for parents. They are also invited to class assemblies, concerts and Harvest Festivals. Parents are encouraged to support awareness raising and fundraising activities including World Book Day and the Book Fair.

Homework

Parents are encouraged to help their child by hearing them read daily, by learning spellings weekly and by working in partnership with the school. Other homework tasks will be given weekly depending upon the age of the child.

DEVELOPMENTAL PLANS

Areas to develop

Priority areas are identified through data analysis, which informs the School Development Plan. The Coordinator conducts an English audit and develops an action plan annually.

Handwriting has been as an area for development 2013/14 – (See Handwriting Policy).

REVIEW AND EVALUATION

This policy will be reviewed and updated accordingly, in consultation with staff and governors.

November 2013

To be revised June 2014

APPENDIX – KS1 KS2 STATUTORY REQUIREMENTS OF ENGLISH CURRICULUM

Speaking Years 1-4

Pupils should be taught to:

- listen and respond appropriately to adults and their peers
- ask relevant questions to extend their understanding and knowledge
- use relevant strategies to build their vocabulary
- articulate and justify answers, arguments and opinions
- give well-structured descriptions, explanations and narratives for different purposes, including for expressing feelings
- maintain attention and participate actively in collaborative conversations, staying on topic and initiating and responding to comments
- use spoken language to develop understanding through speculating, hypothesising, imagining and exploring ideas
- speak audibly and fluently with an increasing command of Standard English
- participate in discussions, presentations, performances, role play, improvisations and debates
- gain, maintain and monitor the interest of the listener(s)
- consider and evaluate different viewpoints, attending to and building on the contributions of others
- select and use appropriate registers for effective communication.

Year 1 Reading – word reading

Pupils should be taught to:

- apply phonic knowledge and skills as the route to decode words
- respond speedily with the correct sound to graphemes (letters or groups of letters) for all 40+ phonemes, including, where applicable, alternative sounds for graphemes
- read accurately by blending sounds in unfamiliar words containing GPCs that have been taught
- read common exception words, noting unusual correspondences between spelling and sound and where these occur in the word
- read words containing taught GPCs and –s, –es, –ing, –ed, –er and –est endings
- read other words of more than one syllable that contain taught GPCs
- read words with contractions [for example, I'm, I'll, we'll], and understand that the apostrophe represents the omitted letter(s)
- read aloud accurately books that are consistent with their developing phonic knowledge and that do not require them to use other strategies to work out words
- re-read these books to build up their fluency and confidence in word reading.

Year 1 – Comprehension

Pupils should be taught to:

- develop pleasure in reading, motivation to read, vocabulary and understanding by:
 - listening to and discussing a wide range of poems, stories and non-fiction at a level beyond that at which they can read independently
 - being encouraged to link what they read or hear read to their own experiences
 - becoming very familiar with key stories, fairy stories and traditional tales, retelling them and considering their particular characteristics
 - recognising and joining in with predictable phrases
 - learning to appreciate rhymes and poems, and to recite some by heart

- discussing word meanings, linking new meanings to those already known
- understand both the books they can already read accurately and fluently and those they listen to by:
 - drawing on what they already know or on background information and vocabulary provided by the teacher
 - checking that the text makes sense to them as they read and correcting inaccurate reading
 - discussing the significance of the title and events
 - making inferences on the basis of what is being said and done
 - predicting what might happen on the basis of what has been read so far
 - participate in discussion about what is read to them, taking turns and listening to what others say
 - explain clearly their understanding of what is read to them.

Year 1 Writing - Transcription

Spelling (see English Appendix 1 of English Curriculum)

Pupils should be taught to:

- spell:
 - words containing each of the 40+ phonemes already taught
 - common exception words
 - the days of the week
 - name the letters of the alphabet:
 - naming the letters of the alphabet in order
 - using letter names to distinguish between alternative spellings of the same sound
 - add prefixes and suffixes:
 - using the spelling rule for adding –s or –es as the plural marker for nouns and the third person singular marker for verbs
 - using the prefix un–
 - using –ing, –ed, –er and –est where no change is needed in the spelling of root words [for example, helping, helped, helper, eating, quicker, quickest]
 - apply simple spelling rules and guidance, as listed in English Appendix 1
 - write from memory simple sentences dictated by the teacher that include words using the GPCs and common exception words taught so far.

Year 1 Writing – handwriting

Pupils should be taught to:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place
- form capital letters
- form digits 0-9
- understand which letters belong to which handwriting ‘families’ (i.e. letters that are formed in similar ways) and to practise these

Year 1 – writing – vocabulary, grammar and punctuation

Pupils should be taught to:

- develop their understanding of the concepts set out in English Appendix 2 by:
 - leaving spaces between words
 - joining words and joining clauses using and
 - beginning to punctuate sentences using a capital letter and a full stop, question mark or exclamation mark

- using a capital letter for names of people, places, the days of the week, and the personal pronoun 'I'
- learning the grammar for year 1 in English Appendix 2
- use the grammatical terminology in English Appendix 2 in discussing their writing.

Year 2 – Reading – word reading

Pupils should be taught to:

- continue to apply phonic knowledge and skills as the route to decode words until automatic decoding has become embedded and reading is fluent
- read accurately by blending the sounds in words that contain the graphemes taught so far, especially recognising alternative sounds for graphemes
- read accurately words of two or more syllables that contain the same graphemes as above
- read words containing common suffixes
- read further common exception words, noting unusual correspondences between spelling and sound and where these occur in the word
- read most words quickly and accurately, without overt sounding and blending, when they have been frequently encountered
- read aloud books closely matched to their improving phonic knowledge, sounding out unfamiliar words accurately, automatically and without undue hesitation
- re-read these books to build up their fluency and confidence in word reading.

Year 2 – Reading – Comprehension

Pupils should be taught to:

- develop pleasure in reading, motivation to read, vocabulary and understanding by:
 - listening to, discussing and expressing views about a wide range of contemporary and classic poetry, stories and non-fiction at a level beyond that at which they can read independently
 - discussing the sequence of events in books and how items of information are related
 - becoming increasingly familiar with and retelling a wider range of stories, fairy stories and traditional tales
 - being introduced to non-fiction books that are structured in different ways
 - recognising simple recurring literary language in stories and poetry
 - discussing and clarifying the meanings of words, linking new meanings to known vocabulary
 - discussing their favourite words and phrases
 - continuing to build up a repertoire of poems learnt by heart, appreciating these and reciting some, with appropriate intonation to make the meaning clear
 - understand both the books that they can already read accurately and fluently and those that they listen to by:
 - drawing on what they already know or on background information and vocabulary provided by the teacher
 - checking that the text makes sense to them as they read and correcting inaccurate reading
 - making inferences on the basis of what is being said and done
 - answering and asking questions
 - predicting what might happen on the basis of what has been read so far
 - participate in discussion about books, poems and other works that are read to

them and those that they can read for themselves, taking turns and listening to what others say

- explain and discuss their understanding of books, poems and other material, both those that they listen to and those that they read for themselves.

Year 2 Writing - transcription

Spelling (see [English Appendix 1](#))

Pupils should be taught to:

- spell by:
- segmenting spoken words into phonemes and representing these by graphemes, spelling many correctly
- learning new ways of spelling phonemes for which one or more spellings are already known, and learn some words with each spelling, including a few common homophones
- learning to spell common exception words
- learning to spell more words with contracted forms
- learning the possessive apostrophe (singular) [for example, the girl's book]
- distinguishing between homophones and near-homophones
- add suffixes to spell longer words, including –ment, –ness, –ful, –less, –ly
- apply spelling rules and guidance, as listed in [English Appendix 1](#)
- write from memory simple sentences dictated by the teacher that include words using the GPCs, common exception words and punctuation taught so far

Year 2 Writing – handwriting

Pupils should be taught to:

- form lower-case letters of the correct size relative to one another
- start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters
- use spacing between words that reflects the size of the letters.

Year 2 Writing – Composition

Pupils should be taught to:

- develop positive attitudes towards and stamina for writing by:
- writing narratives about personal experiences and those of others (real and fictional)
- writing about real events
- writing poetry
- writing for different purposes
- consider what they are going to write before beginning by:
- planning or saying out loud what they are going to write about
- writing down ideas and/or key words, including new vocabulary
- encapsulating what they want to say, sentence by sentence
- make simple additions, revisions and corrections to their own writing by:
- evaluating their writing with the teacher and other pupils
- re-reading to check that their writing makes sense and that verbs to indicate time are used correctly and consistently, including verbs in the continuous form
- proof-reading to check for errors in spelling, grammar and punctuation [for example, ends of sentences punctuated correctly]

- read aloud what they have written with appropriate intonation to make the meaning clear.

Year 2 Writing –vocabulary, grammar and punctuation

Pupils should be taught to:

- develop their understanding of the concepts set out in English Appendix 2 by:
- learning how to use both familiar and new punctuation correctly (see English Appendix 2), including full stops, capital letters, exclamation marks, question marks, commas for lists and apostrophes for contracted forms and the possessive (singular)
- learn how to use:
 - sentences with different forms: statement, question, exclamation, command
 - expanded noun phrases to describe and specify [for example, the blue butterfly]
 - the present and past tenses correctly and consistently including the progressive form
 - subordination (using when, if, that, or because) and co-ordination (using or, and, or but)
- the grammar for year 2 in English Appendix 2
- some features of written Standard English
- use and understand the grammatical terminology in English Appendix 2 in discussing their writing.

Years 3 and 4 – Reading – word reading

Pupils should be taught to:

- apply their growing knowledge of root words, prefixes and suffixes (etymology and morphology) as listed in English Appendix 1, both to read aloud and to understand the meaning of new words they meet
- read further exception words, noting the unusual correspondences between spelling and sound, and where these occur in the word.

Years 3 and 4 – Reading - comprehension

Pupils should be taught to:

- develop positive attitudes to reading and understanding of what they read by:
- listening to and discussing a wide range of fiction, poetry, plays, non-fiction and reference books or textbooks
- reading books that are structured in different ways and reading for a range of purposes
- using dictionaries to check the meaning of words that they have read
- increasing their familiarity with a wide range of books, including fairy stories, myths and legends, and retelling some of these orally
- identifying themes and conventions in a wide range of books
- preparing poems and play scripts to read aloud and to perform, showing understanding through intonation, tone, volume and action
- discussing words and phrases that capture the reader's interest and imagination
- recognising some different forms of poetry [for example, free verse, narrative poetry]
- understand what they read, in books they can read independently, by:
- checking that the text makes sense to them, discussing their understanding and explaining the meaning of words in context

- asking questions to improve their understanding of a text
- drawing inferences such as inferring characters' feelings, thoughts and motives from their actions, and justifying inferences with evidence
- predicting what might happen from details stated and implied
- identifying main ideas drawn from more than one paragraph and summarising these
- identifying how language, structure, and presentation contribute to meaning
- retrieve and record information from non-fiction
- participate in discussion about both books that are read to them and those they can read for themselves, taking turns and listening to what others say.

Years 3 and 4 – Writing – transcription

Spelling (see [English Appendix 1](#))

Pupils should be taught to:

- use further prefixes and suffixes and understand how to add them (English Appendix 1)
- spell further homophones
- spell words that are often misspelt (English Appendix 1)
- place the possessive apostrophe accurately in words with regular plurals [for example, girls', boys'] and in words with irregular plurals [for example, children's]
- use the first two or three letters of a word to check its spelling in a dictionary
- write from memory simple sentences, dictated by the teacher, that include words and punctuation taught so far.

Years 3 and 4 – Writing – handwriting

Pupils should be taught to:

- use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined
- increase the legibility, consistency and quality of their handwriting [for example, by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch].

Years 3 and 4 – Writing – Composition

Pupils should be taught to:

- plan their writing by:
- discuss writing similar to that which they are planning to write in order to understand and learn from its structure, vocabulary and grammar
- discussing and recording ideas
- draft and write by:
- composing and rehearsing sentences orally (including dialogue), progressively building a varied and rich vocabulary and an increasing range of sentence structures ([English Appendix 2](#))
- organising paragraphs around a theme
- in narratives, creating settings, characters and plot
- in non-narrative material, using simple organisational devices [for example, headings and sub-headings]
- evaluate and edit by:
- assessing the effectiveness of their own and others' writing and suggesting improvements
- proposing changes to grammar and vocabulary to improve consistency, including the accurate use of pronouns in sentences

- proof-read for spelling and punctuation errors
- read aloud their own writing, to a group or the whole class, using appropriate intonation and controlling the tone and volume so that the meaning is clear.

Years 3 and 4 – Writing – Vocabulary, grammar and punctuation

Pupils should be taught to:

- develop their understanding of the concepts set out in English Appendix 2 by:
- extending the range of sentences with more than one clause by using a wider range of conjunctions, including when, if, because, although
- using the present perfect form of verbs in contrast to the past tense
- choosing nouns or pronouns appropriately for clarity and cohesion and to avoid repetition
- using conjunctions, adverbs and prepositions to express time and cause
- using fronted adverbials
- learning the grammar for years 3 and 4 in English Appendix 2
- indicate grammatical and other features by:
 - using commas after fronted adverbials
 - indicating possession by using the possessive apostrophe with plural nouns
 - using and punctuating direct speech
- use and understand the grammatical terminology in English Appendix 2 accurately and appropriately when discussing their writing and reading.