



## St Kilian's Community School

**Policy Name:** St Kilian's Community School Literacy Policy  
(ratified by the Board of Management on 17/12/2018)

### Introduction:

This document sets out the policy of St Kilian's Community School in respect of the advice, supports and teaching of literacy as part of the integrated education of its students.

This policy has been developed in the context of the National Strategy to Improve Literacy and Numeracy among Children and Young People (2011-2020).

### Rationale:

Literacy skills enable pupils to understand and interpret written information. This facilitates improvement in pupils' abilities to make their own judgements and to draw sensible conclusions from information.

Almost all subjects depend on pupils having competence in basic literacy skills.

If pupils' literacy skills are not developed and used they may well be denied the opportunity to develop the level of understanding of some topics or subjects at the level expected for their age.

Without basic literacy skills, pupils can lack both personal and social adequacy which is a recipe for failure and low esteem.

Industry and commerce continually bemoan the lack of literacy skills of school leavers and graduates alike.

This Literacy Policy aims to ensure that appropriate opportunities and procedures are in place to enable the school to:

- ensure that all students are supported in improving their literacy skills.
- target interventions and support students with poor literacy skills.
- promote consistency of practice in methodology, vocabulary, use of resources, etc.
- develop cross-curricular links with literacy which can be supported by all subject teachers.
- recognise the literacy demands of specific subjects.
- ensure subject-specific literacy is taught in all subject areas, including subject-specific vocabulary.

### Objectives:

The school shall have in place appropriate means and processes to:

- assess students' literacy skills.
- raise staff awareness of data about the literacy ability of students.
- use this data to identify areas for improvement, and to set targets for groupings in the context of the school's DEIS planning.
- decide on and implement initiatives to achieve these targets.
- use the scores of annual testing to measure the success of the strategies employed.
- improve cross-curricular literacy and raise general awareness of the importance of literacy.
- promote common strategies for use in every classroom, irrespective of subject area.
- implement team-teaching strategies to support students where resources permit.

## Content / Delivery of Objectives:

- The school's JCSP Library is a hub for many of the school's literacy-focused activities.
- The school encourages a reading ethos.
- The library provides age appropriate materials.
- 1st year students are assessed and prioritised initially.
- Students with a reading age below 8 are targeted.
- Given appropriate resources students will be provided with specific individualised instruction.
- Write Club
- Cross age and paired reading programmes focus on students 8.00 – 10.00 R.A.
- Reading programmes such as Accelerated Reader / Leader, Read-along, Reading challenge and Word millionaire are encouraged.
- Our full-time librarian hosts visiting authors and speakers on a variety of topics.
- Our librarian manages a timetable that provides slots to teachers to facilitate students with frequent opportunities to read.
- A whole school approach to literacy is encouraged.
- The school creates a print rich environment for students including multi-modal posters of classrooms rules etc.
- Management provides staff training in literacy / numeracy.
- HSCL liaises with parents to develop paired reading and fun for maths activities.
- The school will forge links with the local community.
- All Junior Cert classes undergo standardized literacy assessments annually.
- JCSP classes have between two and three specific literacy classes.
- Keywords are compiled, identified and highlighted in subject specific areas. They are then displayed in classrooms.
- All Junior Cycle students are registered with Accelerated Reader; an internationally recognized programme designed to promote reading fluency and self-directed learning.
- Awards and rewards are distributed wherever appropriate.

## Roles & Responsibilities:

### **Board of Management**

- Approve the Literacy Policy.
- Ensure the policy is implemented, developed and reviewed at regular intervals

### **School Management**

- Promote literacy as a whole-school priority.
- Make provision, through timetabling and deployment of teaching and other resources, for the promotion of literacy and the implementation of the Literacy Policy.
- Monitor the implementation of the policy.
- Provide for the regular review and development of the policy.

### **Classroom Teacher**

- Promote literacy in class.
- Have regard for the whole school Literacy Policy in their planning of lessons.
- Explicitly teach core literacy concepts like parts of speech and punctuation.
- Encourage pupils to proof read their own work with specific guidance on common errors.
- Actively teach spelling of new words as they arise.
- Encourage students to use full sentences when answering questions, and clarify what makes a sentence 'full'.
- Encourage reading aloud and reading for pleasure as regular classroom activities.
- Create a print-rich environment in their classrooms.
- Draw students' attention to links between words/ word groups to deepen comprehension.
- Teach strategies like chunking to aid reading comprehension.
- Include the Literacy Policy in subject department folders.

- Incorporate relevant parts of the policy into subject plans.

#### **SET Team**

- Specific targeted interventions are co-ordinated through the SET team.

#### **Pupils**

- Write in full sentences.
- Spell words correctly to the best of their ability.
- Proof read work before submitting it.
- Have high expectations of their own written work.
- Read aloud and read for pleasure.

#### **Consultation:**

- B.O.M.
- Student Council
- Parents Association
- English Department
- All staff members

#### **Monitoring Implementation:**

The Literacy Committee monitors the implementation of the policy in the first term.

#### **Evaluation & Review:**

- The Literacy Committee meets regularly and reviews the Literacy Policy.
- Subject department planning evaluates and reviews the policy at subject level.
- The SET and JCSP teams have weekly meetings, where progress of literacy initiatives is discussed and evaluated.
- This policy will be reviewed on a regular basis by the Board of Management.

#### **Communication:**

- This policy is available on the school website ([www.stkilianscs.com](http://www.stkilianscs.com))
- Hard copies are available in the school.
- The policy is referenced as part of induction for new teaching staff members.

#### **Review Team Members:**

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