

Elizabeth Woodville Whole School Literacy plan – 2022 to 2024

DATE	PLAN	ACTIONS
Year 1 – 2022 to 2023		
September and October 2022	<ol style="list-style-type: none"> 1. Launch EWS Reads – Year 7, 8 & 9 2. Update Keywords - Year 10 & 11. 3. Update Read and Retrieve – Year 10 & 11 4. Add new Year 7 to AR Programme 5. Approval needed for Year 8, 9, 10 & 11 to be STAR tested through the AR Programme. 6. Arrange STAR testing for all Year groups. 7. Script for teachers to use when delivering STAR tests. 8. Reading ages to be collated into a data spreadsheet for analysis. 9. EHL is leaving at the end of September 10. New librarian to start 11. Launch Literacy Group to all staff 12. After October half term – Readathon launch 	<ol style="list-style-type: none"> 1. The guided reading programme during tutor time will ensure that each Year 7, 8 and 9 student is reading 1 book per term with their form tutor. Detailed training given in June/July 2022 – New training materials have been sent to all colleagues and are available on the Shared Area. 2. LHD - Keywords updated for Year 11 to focus on more subject specific vocabulary – lists collected from subject teams during curriculum time/training days would make this process easier to develop. 3. Year 10 & 11 now have 2 literacy sessions per week so LHD to use the Read and Retrieve tasks from last year and re-organise them so that they can be completed once a week rather than fortnightly. More resources will be required from term 4. Discussion with literacy team regarding selection of short stories rather than extracts. 4. EHL to add Year 7 names as soon as login details are available (completed WB:19th Sept) 5. Approval given by SMU – EHL to confirmed purchase of new logins for Year 8, 9, 10 & 11. EHL loading names up to the AR database. 6. Timetable to be created to STAR test all Year 7,8,9,10 & 11 students during English lessons. SMU to arrange computer rooms for the testing to take place. Concerns: Due to the slow speed of school computers it is going to take some time to test students. LHD has carried out initial testing with 3 classes and each took 1 hour to complete using the 15 Chromebooks available on South. This took an hour to get the classes logged in and tested. 7. Script created by LHD/EHL – LHD tested this out with the 3 classes – EHL to get these laminated for future use. 8. Once all testing is complete – LHD to analyse data with CWT to plan support going forward. 9. EHL to put together a folder with information for handover to new librarian 10. Interview and induct a new librarian 11. LHD to launch Literacy group for staff to join (used for appraisal) 12. LHD to launch Readathon – sponsored read to raise funds for children in hospitals to have access to storytellers and books.
November and December 2022	<ol style="list-style-type: none"> 1. Acting on the data provided from the STAR testing. 2. Sixth formers – training for paired reading. 3. Paired reading to begin 4. Raising awareness with staff about literacy in subjects. Training Day/curriculum meetings 5. Meetings to be scheduled for Literacy group 	<ol style="list-style-type: none"> 1. Meeting with CWT and SMU to discuss data and plans going forward. 2. Training to be completed by librarian. 3. Paired reading to be started with sixth formers supporting students in need of reading intervention. 4. Departments to look at examples of writing from their subject area. Feedback around extended writing (anything more than one sentence), how many opportunities have students been given to do this? Possibility this could be part of Teaching and Learning – RPT and LHD to liaise. Feedback from the subject work scrutiny, showcase work by the literacy leaders/tutors, set out goals for the literacy strategy. 5. LHD to schedule Literacy group meetings 6. CJS to cover some tutor sessions for LHD on South, SMU and Librarian to complete on North.

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	6. Learning Walks to take place during Literacy sessions in Tutor time	
January 2023	<ol style="list-style-type: none"> 1. Training Day – literacy and examinations - Role of literacy in exam papers 2. Year 7, 8 & 9 to retake STAR tests 3. Re-test any Year 10 & 11 students that have had interventions 4. Re-test any Year 10 and 11 students that have shown concern 5. Learning Walks to take place during Literacy sessions in Tutor time 6. Review of data 	<ol style="list-style-type: none"> 1. Keywords from subject areas – how to promote writing in each subject – session to create Keywords lists for Tutor time teaching. 2. Librarian and LHD to create new timetable for testing 3. Librarian and LHD to create new timetable for testing 4. Liaise with CWT - Librarian and LHD to create new timetable for testing 5. LHD and Librarian as well as members of ALT to actively ensure that the EWS Reads is being delivered effectively across Year 7, 8 & 9. 6. RE-new lists for intervention and paired reading with CWT
February and March 2023	<ol style="list-style-type: none"> 1. World Book Day Planning 2. Author visit 3. Book Swap 4. Book donation drive 5. Look at STAR testing Year 11 students 6. Learning Walks to take place during Literacy sessions in Tutor time 	<ol style="list-style-type: none"> 1. Short stories spread across the day, World Book Day menus in the canteen – some teachers showed interest in dressing up as book characters last year – LHD to discuss with SMU this possibility. 2. Librarian and LHD to explore possible authors to visit the school. 3. Arrange for students to bring in their old books and swap for something different – LHD and librarian to discuss 4. Parental letter – asking for good quality books that could be donated to the school. 5. This may be the best time to re-test the Year 11 students before exams – this will depend on activities that are also taking place – LHD to discuss with SMU closer to the time. 6. LHD and Librarian as well as members of ALT to actively ensure that the EWS Reads is being delivered effectively across Year 7, 8 & 9.
April and May 2023	<ol style="list-style-type: none"> 1. Learning walks and work scrutiny for Year 8 and above – sharing good practice 2. Learning Walks to take place during Literacy sessions in Tutor time 	<ol style="list-style-type: none"> 1. As part of the observation process, discussing how literacy is used within the classroom and within lessons – meeting with RPT as to how this could be part of the process. 2. LHD and Librarian as well as members of ALT to actively ensure that the EWS Reads is being delivered effectively across Year 7, 8 & 9.
May 2023 Onwards	<ol style="list-style-type: none"> 1. Reaching out to local primary schools - Primary liaison 	<ol style="list-style-type: none"> 1. LHD to make initial contact with local primary schools (feeder schools) to explore the possibility of teachers across key stages working on subject projects with a literacy focus. Primary teachers to provide “benchmark” examples of Year 6 work so that teachers can see whether the task setting is accurate when Year 7 students arrive.

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June and July 2023	<ol style="list-style-type: none"> 1. Mapping out activities that support literacy across the curriculum and develop a consistent system of marking. 2. Re-testing of Year 7, 8, 9 & 10. 	<ol style="list-style-type: none"> 1. SP= spelling mistake, P=punctuation needed/mistake, /=need to start a new paragraph – Making this a standardised approach throughout the school – posters, bookmarks etc to be used around the school so that all teachers and students recognise the same coding. 2. STAR tests to be completed for Year 7, 8, 9 & 10
July 2023	<ol style="list-style-type: none"> 1. Evaluating Progress – analysis of data 2. Understanding of progress made 3. Library on South needs carpet and to be made more inviting for students 	<ol style="list-style-type: none"> 1. Re-testing students on reading ages to be organised by LHD and librarian. Analysis of the data to check progress from the beginning of the school year to now. 2. Book samples, Student interviews, surveys to be completed regarding EWS Reads, Keywords and Read & Retrieve, Paired Reading, Interventions in SEND, World Book Day activities. 3. LHD to discuss wit SMU how to fund any upgrades to this library.
Year 2 – 2023 to 2024		
September and October 2023	<ol style="list-style-type: none"> 1. Engaging parents 2. STAR testing all Year groups 3. Analysing new data 4. Readathon 5. Launching Creative Writing club 	<ol style="list-style-type: none"> 1. Inviting parents to a literacy meeting – ‘Supporting your Child’s Literacy Needs at Home’ 2. Timetable to be created 3. Analysis to take place between LHD and CWT 4. Dependant on success of last year will determine if this is launched again in Year 2 – LHD to assess 5. Staffing dependent?
October 2023	<ol style="list-style-type: none"> 1. Paired Reading with six formers 2. Planning future developments with the Staff Literacy Group 	<ol style="list-style-type: none"> 1. Timetable to be arranged with Librarian, LHD and CWT regarding supporting students of concern 2. Plans for further activities to increase literacy to be discussed. Possibilities for debating clubs, county court competition (spoken language skills), author visits, trips out, school/house competitions
November 2023	<ol style="list-style-type: none"> 1. Reviewing progress – Year 7 work scrutiny – Primary liaison 2. Paired reading review 	<ol style="list-style-type: none"> 1. Meeting to be arranged – shared work Year 6 and Year 7. Discussions on lasting impact of covid lockdowns and interventions in place to support. Projects going forward to be discussed – Year 7 and Year 6 shared poetry meet, Year 7 DT students could write instructions for Year 6 students to follow and make? 2. Re-testing students on Paired Reading to check progress.
December 2023	<ol style="list-style-type: none"> 1. Revising whole school literacy marking 	<ol style="list-style-type: none"> 1. Feedback, checking inconsistencies about common approach – Are students responding to teacher’s marking?
January and February 2024	<ol style="list-style-type: none"> 1. Consolidating improvements 2. STAR testing Year 7, 8 & 9 	<ol style="list-style-type: none"> 1. Data analysis – e.g. Do students with below average skills in literacy underperform, not only in the traditional word based subjects but also, for example, in Maths? 2. Timetable to be created

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	3. Analysing new data	3. Analysis to take place between LHD and CWT
March 2024	<ol style="list-style-type: none"> 1. Improving the quality of oracy across the curriculum 2. STAR testing Year 11 3. World Book Day 4. Author visit 	<ol style="list-style-type: none"> 1. Debating competitions – across houses, outside competitions 2. Timetable to be created 3. World Book Day activities to be arranged based on feedback from 2023. 4. Librarian to arrange author visit.
April and May 2024	<ol style="list-style-type: none"> 1. Exam preparation: command words and conventions for writing 	<ol style="list-style-type: none"> 1. Displays around the school that include key exam terminology that is used across subjects.
June and July 2024	<ol style="list-style-type: none"> 1. School development plan and whole school literacy policy 2. STAR testing Year 7,8,9 & 10 3. Data analysis 	<ol style="list-style-type: none"> 1. Review 2 Year plan. 2. Timetable to be created 3. Analysis of whole school data