LALOR EAST PRIMARY SCHOOL: LITERACY POLICY

Rationale
Students' oral language is the foundation for all literacy learning. A balanced and integrated approach to teaching literacy is essential. The provision of opportunities for students to develop the best strategies to speak, read, and write, will better ensure they participate as effective citizens in the 21st Century.

Broad Guidelines
Lalor East Primary staff will:
1. Use the Scope and Sequence documentation to focus their teaching on improving literacy outcomes
2. Follow the Lalor East Primary School: Assessment Schedule and use collected data to inform teaching
3. Moderate and triangulate data (for, as and of learning) to inform teaching and to report against the Victorian Essential Learning Standards
4. Follow the Region based - Achievement Improvement Zones lesson structure
5. Communicate high expectations of student achievement
6. Consider the cultural and socio-economic backgrounds of their students when planning literacy sessions
7. Use the 7 High Reliability Literacy Teaching Procedures to support and develop comprehension of written text
8. Identify and refer students for participation in literacy intervention and extension programs
9. Share skills and content knowledge through collaborative discussion, planning strategically and utilising expert literacy mentoring.

Implementation

Planning:
Lalor East Staff will include:

- A minimum of **10 hours** of literacy in their curriculum planning each week
- Structured, explicit and sequenced sessions that cater for one-to-one and/or small group and whole settings
- An **explicit** purpose each literacy session – evidenced in weekly planners
- Flexible student groupings based on data
- The full range of available and appropriate technology in their planning

Lesson Structure:
Lalor East Staff will follow the Region based – Achievement Improvement Zones lesson structure:

- Learning Intention (5 min)
- Whole / Launch (10 min)
- Part / Explore (35 min)
- Whole / Summarise (10 min)
**Classroom Practice:**
*Lalor East Staff will:*
- Ensure time on task is purposeful and maximised e.g. Task relates directly to the learning intention
- Provide opportunities for differentiated tasks (at least three levels).
- Rove consistently to provide purposeful feedback throughout each session
- Make explicit connections between related concepts
- Encourage and support all students to set high personal learning goals which will progress their learning
- Provide explicit vocabulary and getting knowledge focus in all lessons

**Assessment and Reporting:**
*Lalor East Staff will:*
- Regularly monitor student progress (collective responsibility for year level group)
- Follow a whole-school approach to communicating and reporting on evidence of student progress in literacy
- Use the Victorian Essential Learning Standards, English Continuum, English Competencies to assist in making accurate teacher judgements and systematically use data to report on student outcomes
- Moderate student work samples to establish evidenced, and uniform decisions of, student achievement
- Communicate student progress to parents/caregiver, including ways they can support at home
- Use feedback from parents, students and staff in support of improved student learning outcomes
- **Refer to whole school assessment schedule for testing requirements and dates.**

**Professional Development:**
*Lalor East Staff will attend Professional Learning Team forums to reflect on and improve their teaching strategies by:*
- Reporting back on the progress of students participating in Literacy Interventions or Extensions
- Discuss explicit teaching strategies that will be used by all teachers eg. Getting Knowledge Ready
- Plan the next stage of learning for identified groups of students
- Share learning from external Professional Development Sessions
- Communicating expectations of literacy development to parents/caregivers and families, including ways they can maintain support.

**Evaluation**
Diagnostic and developmental assessment tools will be used to assess the effectiveness of the Literacy Program. This will be evidenced through data on the Lalor East Primary School: Whole School Assessment Schedule and improved student outcomes.

*Assessment schedule*