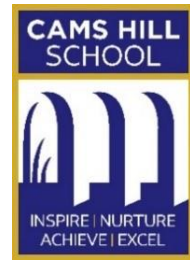


CAMS HILL SCHOOL  
LITERACY ACROSS THE CURRICULUM POLICY



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**Non-Statutory**  
Review Period: Annually  
Last Reviewed: 10 July 2019  
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## Literacy Across the Curriculum Policy – Expectations for Staff

### Teacher's Standards:

*Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.*

The Literacy Policy is a **whole school** policy that applies not only to pupils but to all departments and all staff. It is a collective responsibility to have high expectations of literacy for pupils and staff – sub-standard work will be given back to pupils to correct and hand in again.

High levels of accuracy for spelling, punctuation and grammar (SPaG) have always been an expectation in the Teacher's Standards but due to recent changes with the National Curriculum and examination boards, it is even more relevant to all subjects because of SPaG marks available on the GCSE mark schemes. Pupils can gain at least four extra marks in subjects like Maths for using full stops and capital letters correctly, not to mention significantly higher marks in high literacy subjects like English and RS. It is our responsibility to ensure all pupils are adhering to the simple Common Errors mantra.

Beyond GCSE exams, it is also our responsibility as educators to allow pupils to leave school with a decent standard of literacy for further education and their working life.

In order to maintain high standards of literacy across the school we must:

- Give the pupils time to proofread and correct their literacy in your lessons. Pupils should refer to 'Common Errors' posters if they are unsure.
- Use the Literacy PPT slide as a reminder for pupils to take pride in their own work and make the relevant corrections.
- Only mark the first two paragraphs in details.
- Correct spellings once and then let pupils make the other corrections. Refer to your key words displays in your classrooms and use the class dictionaries available in your subject offices.
- When marking, use the symbols:

Sp – spelling

C – capital letter

P – punctuation

Gr – grammar

// - new paragraph

- Build time into your starters for pupils to make corrections in their marked work. Let pupils use the Purple Pen of Progress for DIRT time (Dedicated Improvement Reflection Time) which will allow you to see where they have made progress. Whole class marking allows you to identify areas of weakness and to address them through re-teaching or sharing a success criteria.

- Take photos of good work and share for peer modelling; alternatively, you could use the visualiser.

If you ever need any help or ideas for literacy in your subject, please do not hesitate to ask me:

abateman@camshill.com

### Useful websites for staff and parents:

<https://www.grammarbook.com/>

<http://www.gingersoftware.com/punctuation-checker#.WjEjWbdLGP8>

<http://prowritingaid.com/art/111/10-websites-to-help-improve-your-grammar.aspx>

