

# English Policy

Reviewed January 2022

Date	Review Date	Coordinator	Nominated Governor
January 2022	January 2024	Gisele Jenson	Thom Chesser



# **POLICY STATEMENT:**

We believe English has a 'pre-eminent place in education and in society. A high-quality education in English will teach pupils to speak and write fluently so that they can communicate their ideas and emotions to others and through their reading and listening, others can communicate with them. Through reading in particular, pupils have a chance to develop culturally, emotionally, intellectually, socially and spiritually. Literature, especially, plays a key role in such development. Reading also enables pupils both to acquire knowledge and to build on what they already know. All the skills of language are essential to participating fully as a member of society; pupils, therefore, who do not learn to speak, read and write fluently and confidently are effectively disenfranchised.' (The National Curriculum in England Framework Document (DfE) 2014)

We have a duty to ensure compliance with the revised National Curriculum and with the application of the new programmes of study and attainment targets. We understand that 'the National Curriculum provides pupils with an introduction to the core knowledge that they need to be educated citizens.'

Our well-balanced curriculum promotes the spiritual, moral, cultural, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of later life. We will develop pupils' spoken language, reading and writing in all subjects and will develop pupils' mathematical fluency.

We strive to provide a curriculum that all pupils will find enjoyable with them understanding the relevance of their lessons. This can only be achieved by using the experience, enthusiasm and specialism of individual teachers who provide interesting, relevant, purposeful and differentiated lessons based on real-life experiences, wherever possible, in a structured well-ordered classroom environment.

Annually we undertake a subject evaluation that is based on the following questions:

- How do we design and provide a curriculum that is broad and balanced for all pupils? (Curriculum Intent)
- How do we deliver our curriculum through teaching, assessment and feedback? (Curriculum Implementation)
- How do we assess pupil achievement through external tests/exam results and by our own school data?
   (Curriculum Impact)

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

# **LEGISLATION AND GUIDANCE**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Education Act 1997
- Standards and Framework Act 1998
- Education (National Curriculum) (Temporary Exceptions for Individual Pupils (England) Regulations 2000
- Education Act 2003
- Equality Act 2010

The following documentation is also related to this policy:

- Teaching a broad and balanced curriculum for education recovery (DfE 2021)
- The Education Inspection Framework (Ofsted)
- An investigation into how to assess the quality of education through curriculum intent, implementation and impact (Ofsted 2018)
- Designing and Timetabling the Primary Curriculum a practical guide for Key Stage 1 and 2
   (Qualifications and Curriculum Authority 2002)
- Equality Act 2010: Advice for Schools (DfE)
- The National Curriculum in England Framework Document (DfE) 2014
- Race Disparity Audit Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

# AIMS AND OBJECTIVES

To ensure that all pupils:

- read easily, fluently and with good understanding;
- develop the habit of reading widely and often, for both pleasure and information;
- acquire a wide vocabulary, an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language;
- appreciate our rich and varied literary heritage;
- write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences;
- use discussion in order to learn; they should be able to elaborate and explain clearly their understanding and ideas;
- are competent in the arts of speaking and listening, making formal presentations;
- demonstrating to others and participating in debate.
- (The National Curriculum in England Framework Document (DfE) 2014)
- To promote the teaching of numeracy and literacy within all subjects.
- To evaluate the school curriculum by focusing on curriculum intent, implementation and impact.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

### **Objectives**

- To ensure teaching and learning in school supports the development of writing, reading, speaking and listening skills in pupils, ensuring all pupils achieve their full potential according to their ages and abilities.
- To ensure the school's teaching staff is highly trained and consists of committed teachers who have the expertise to develop the potential of all pupils.

- To provide a rich and varied curriculum that will stimulate and interest all pupils.
- To ensure teaching styles and methods vary to suit pupils' differing learning styles and abilities.
- To provide resources for all pupils that will support effective learning and teaching.
- To ensure leadership and management structures within the school support the implementation of these objectives.

# **ORGANISATION AND PLANNING**

# Spoken Language

We need to:

- continue to develop pupils' confidence and competence in spoken language;
- develop in pupils their understanding of books and other reading material;
- demonstrate to them how to prepare their ideas before they write;
- explain to pupils ways of thinking clearly to themselves and to others;
- develop pupils, confidence in using discussion and debate as a means to probing and remedying their misconceptions.

(The National Curriculum in England (DfE) 2013)

# Reading

We need to develop pupils' competence in the programmes of study of Word Reading and Comprehension.

# **Word Reading**

Phonics will be taught to beginners when they start school and to those pupils who are unskilled readers.

# Comprehension (both listening and reading)

Comprehension skills will be developed by:

- high quality discussion with the teacher;
- reading and discussion of stories, poems and non-fiction;
- encouraging pupils to read widely both fiction and non-fiction;
- establishing an appreciation and love for reading.

# Writing

We need to develop pupils' competence in Transcription (spelling and handwriting) and Composition (articulating ideas and structuring them in speech and writing).

Composition (articulating ideas and structuring them in speech and writing) will be developed by teaching pupils how to:

- plan, revise, and evaluate their writing;
- write down their ideas fluently by spelling quickly and accurately;
- articulate and communicate ideas;
- organise ideas coherently for a reader.

**Transcription (spelling and handwriting)** will be developed by teaching pupils how to spell quickly and accurately by:

- knowing the relationship between sounds and letters (phonics);
- understanding word structure;
- understanding the spelling structure of words.

# **Teaching and Learning Style**

We use a variety of teaching and learning styles in order to develop children's knowledge, skills and understanding.

# **Curriculum Planning and Organisation**

Teachers collaborate on the planning of the subject to ensure parity in provision and to share expertise. Curriculum planning is managed in three phases namely:

# Long Term Planning

- details what is to be taught over the year;
- provides teaching guidelines and overall objectives for each year group for the whole year.

# **Medium Term Planning**

- organises the subject into termly or half-termly sections;
- is more detailed and the objectives are more specific in nature;
- is developed by the teachers, who respond to the needs of their pupils;
- ensures a balanced distribution of work is undertaken across each term.

# **Short Term Planning**

- details the subject curriculum over the week;
- plans lessons in detail with specific class objectives;
- sets individual learning goals for each pupil.

### **Links with ICT**

The use of information and communication technology will promote, enhance and support the teaching of this subject area.

# **MONITORING ARRANGEMENTS**

Monitoring of standards of children's work and the quality of teaching is the responsibility of the subject coordinator supported by the Co-Headteachers and the Senior Leadership Team.

Standards will be monitored by:

looking at pupils work;
subject observations;
pupil discussions;
audit of subjects;
scrutiny of planning;
general curriculum discussions

# ASSESSMENT FOR LEARNING

### Teachers will:

- carry out continuous assessment;
- use short-term assessments matched to the teaching objectives to adjust their planning;
- make comments in pupil's books related to the teaching objective;
- carry out medium-term assessments to measure progress against key objectives to adjust planning;
- carry out long-term assessment to assess progress against school and national targets;
- administer national tests and assessment in Y2 and Y6;
- carry out tests at the end of Y3, Y4 and Y5;
- use long-term assessments to help them plan for the next academic year;
- inform parents and carers of their child's progress and targets.

We believe that we are an educationally inclusive school as we are concerned about the teaching and learning, achievements, attitudes and well-being of all our pupils. We aim to provide places for all pupils who express a preference to join this school.

We work hard to offer equality of opportunity and diversity to all groups of pupils within school such as children:

- from both sexes;
- who have Special Educational Needs;
- who are looked after;
- from minority faiths, ethnicities, travellers, asylum seekers, refugees;
- who are gifted and talented;
- who are at risk of disaffection;
- who are young carers;
- who are sick;
- who have behavioural, emotional and social needs;
- from families who are under stress.

We believe we have a duty to ensure that all children have equal rights to the opportunities offered by education and that all children will be encouraged to fulfil their potential in their academic, physical and creative achievements.

We want to give all children the right to access high quality educational experiences, to take part in a broad and balanced curriculum and to be part of the social life of the school.

We recognise that within the school we have more able, gifted and talented children. We believe that:

- more able children demonstrate a higher ability than average for the class and often require differentiated tasks and opportunities to learn through challenges;
- gifted children are those who have the ability to do well in more than one subject;
- talented children demonstrate an innate talent or skill in creative, cultural or sporting fields.

We have an even great obligation to plan and deliver well-structured lessons with appropriate assessment plus ambitious targets for pupils who have low levels of prior attainment or come from disadvantaged backgrounds.

Also, we have a duty to cater for pupils whose first language is not English by planning teaching opportunities to help them develop their English and to gain full access to the National Curriculum.

# Differentiation

Differentiation is best defined as 'the process by which differences between learners are accommodated so that all students in a group have the best possible chance of learning.' (Geoff Petty)

The main purpose of differentiation is to challenge and raise standards of learning by ensuring that curriculum objectives are accessible to all our children despite their backgrounds or abilities. We see differentiation as a form of integration and not exclusion.

Differentiation must reflect the learning objective and can be achieved in a variety of ways either by task, by support or by outcome and should be chosen by fitness for purpose.

We want all children to achieve success, therefore we will ensure they are given differentiated tasks that are matched to their level of attainment so that they can demonstrate successfully what they know, understand and can do.

The main feature of effective differentiation is good planning resulting in effective teaching and learning with children making good progress. Also, we expect to see in all classes interested well motivated children responding to challenges, children working productively on task and being aware of their own progression.

# **Special Educational Needs**

We want pupils with identified special educational needs to have full access to all subjects of the National Curriculum with teachers planning lessons that have no barriers to pupils achieving and with appropriate targets relating to the subject.

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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We	9:
•	have in place appropriate training for this policy that is undertaken by a registered training provider that covers:
	<ul> <li>□ All aspects of this policy</li> <li>□ National Curriculum programmes of study and attainment targets for all subjects</li> <li>□ Curriculum</li> <li>□ Teaching and learning</li> <li>□ Planning</li> <li>□ Differentiation</li> <li>□ Assessment</li> <li>□ Monitoring and Evaluation</li> <li>□ Special Educational Needs</li> <li>□ Academically More Able, Gifted and Talented Pupils</li> <li>□ Key skills</li> <li>□ Equal opportunities</li> <li>□ Inclusion</li> </ul>
•	ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure; can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey; have in place evidence for all staff:  \[ \text{that highlights the knowledge gaps in the training;} \[ \text{that shows how those knowledge gaps were corrected.} \]

# **ROLES AND RESPONSIBILITY FOR THE POLICY**

# Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for the curriculum leadership of English;
- delegated powers and responsibilities to the Co-Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy:
- responsibility for ensuring compliance with the legal requirements of the National Curriculum;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all linked policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:

determining this policy with the Governing Body;
discussing improvements to this policy during the school year;

	<ul> <li>□ organising surveys to gauge the thoughts of all pupils;</li> <li>□ reviewing the effectiveness of this policy with the Governing Body.</li> </ul>
•	nominated a link governor to:
	<ul> <li>□ visit the school regularly;</li> <li>□ work closely with the Co-Headteacher and the coordinator;</li> <li>□ ensure this policy and other linked policies are up to date;</li> <li>□ ensure that everyone connected with the school is aware of this policy;</li> <li>□ attend training related to this policy;</li> <li>□ report to the Governing Body every term;</li> <li>□ annually report to the Governing Body on the success and development of this policy.</li> </ul>
•	esponsibility for the effective implementation, monitoring and evaluation of this policy.
	Role of the Co-Headteachers
Th	Co-Headteachers will:
•	work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
•	ensure teachers:
	□ 'have good knowledge of the subject(s) and courses they teach;
	□ have effective support for those teaching outside their main areas of expertise;
	□ present subject matter clearly, promoting appropriate discussion about the subject matter they are teaching;
	<ul> <li>check learners' understanding systematically, identify misconceptions accurately and provide clear, direct feedback and in doing so, they respond and adapt their teaching as necessary, without unnecessarily elaborate or differentiated approaches;</li> </ul>
	□ design their teaching to help learners to remember in the long term the content they have been taught and to integrate new knowledge into larger concepts;
	□ use assessment well in order to help learners embed and use knowledge fluently or to check understanding and inform teaching;
	□ create an environment that allows the learner to focus on learning;
	<ul> <li>develop a rigorous approach to the teaching of reading in order to develop learners' confidence and enjoyment in reading;</li> </ul>
	□ use reading materials at the early stages of learning to read that are closely matched to learners' phonics knowledge'.
	Amended from the 'Education Inspection Framework' (Ofsted 2021)
	work closely with the curriculum leader, subject leaders and the link governor; ensure compliance with the legal requirements of the National Curriculum; consider disapplying a pupil from all or part of the National Curriculum for a period of time if this will benefit the child; encourage parents to take an active role in curriculum development; provide leadership and vision in respect of equality; provide guidance, support and training to all staff; monitor the effectiveness of this policy by;
	<ul> <li>□ observing teaching and learning</li> <li>□ planning scrutinies and work trawls</li> <li>□ discussions with pupils and members of the school council</li> </ul>

annually report to the Governing Body on the success and development of this policy.

# **Role of the Subject Leader**

The Subject Leader will:

- lead the development of this policy throughout the school;
- work closely with the Co-Headteachers, curriculum leader, the nominated governor and SENCO;
- promote the teaching of numeracy and literacy within all subjects;
- be accountable for standards in this subject area;
- monitor standards by:

auditing the subject area
review of the scheme of work
monitoring teachers planning
lesson observations
scrutinising children's work
discussions with pupils

• work in conjunction with the Co-Headteachers, Senior Leadership Team, the Curriculum Leader, Subject Leaders, teaching and support personnel to provide statements on each of the following:

We			Evidence
	•	have constructed a 'curriculum that is ambitious and designed to give all learners the knowledge and cultural capital they need to succeed in life' by:	using a literature-led approach to our curriculum, with high quality texts that create: a rich context for learning, build a reading culture throughout the school and create authentic and meaningful opportunities for writing; ensuring learners are taught to master the alphabetic code through the employment of systematic, synthetics phonics programme.
Intent	•	provide a curriculum that is 'coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment', by:	ensuring objectives are covered more than once, with opportunities to apply these several times over the course of a year. Prior knowledge is consolidated from previous years, supporting children to think deeply and develop skills with depth.
	•	have the 'same academic, technical or vocational ambitions for almost all learners and we have designed an ambitious curriculum to meet the needs of some learners with high levels of SEND', by:	ensuring planning sequences in English are adapted, personalised and differentiated to ensure access arrangements can be made to meet the needs of all learners.
	•	ensure 'learners study the full curriculum 'specialising' only when necessary', by:	placing books at the core; allowing teachers to use a text as the context for the requirements of the national curriculum; ensuring children see their families, cultures, relationships and themselves reflected in the texts they are exposed to.
ntation	•	ensure 'teachers have good knowledge of the subject(s) and courses they teach' by;	providing relevant staff training; monitoring teaching and learning.
Implementation	•	provide 'effective support for those teaching outside their main areas of expertise' by:	providing relevant staff training; monitoring teaching and learning; opportunities for sharing good practice.

	<ul> <li>ensure 'teachers present subject matter clearly, promoting appropriate discussion about the subject matter they are teaching' by:</li> </ul>	providing relevant staff training; monitoring teaching and learning; providing appropriate resources.
-	<ul> <li>ensure teachers 'check learners' understanding systematically, identify misconceptions accurately and provide clear, direct feedback' by:</li> </ul>	providing opportunities for formal and informal assessments; using a 'gap analysis' format to ensure misconceptions are identified; ensuring the 'feedback and marking' policy is evidenced.
-	<ul> <li>ensure teachers 'respond and adapt their teaching as necessary, without unnecessarily elaborate of differentiated approaches by:</li> </ul>	equipping teachers with appropriate support and resources; creating a collaborative and consistent approach amongst teaching teams.
	<ul> <li>ensure 'over the course of study, teaching is designed to help learners to remember in the long term the content they have been and to integrate new knowledge into larger concepts' by:</li> </ul>	providing opportunities for learners to recap prior learning; utilising a variety of techniques to support long term memory acquisition.
	<ul> <li>ensure assessment is used well in order to 'help learners embed and use knowledge fluently or to check understanding and inform teaching' by:</li> </ul>	providing opportunities for formal and informal assessments; using a 'gap analysis' format to ensure misconceptions are identified; ensuring the 'Feedback and Marking' policy is evidenced.
-	'understand the limitations of assessment and do not use it in a way that creates unnecessary burdens for staff or learners' by:	ensuring that assessment informs planning through the use of a 'gap analysis'; following the school's assessment cycle.
	<ul> <li>ensure 'teachers create an environment that allows the learner to focus on learning' by:</li> </ul>	using literature at the core of English teaching to stimulate curiosity; creating a meaningful context and purpose for learners.
	ensure 'the resources and materials that teachers select reflect the provider's ambitious intentions for the course of study and clearly support the intent of a coherently planned curriculum, sequenced towards cumulatively sufficient knowledge and skills for future learning and employment' by:	using literature at the core of English teaching; creating a meaningful context and purpose for learners.
	<ul> <li>ensure 'a rigorous approach to the teaching of reading develops learners' confidence and enjoyment of reading' by:</li> </ul>	using literature at the core of English teaching; creating a culture of reading that excites and challenges.

	•	ensure that 'at the early stages of learning to read, reading materials are closely matched to learners' phonics knowledge' by:	adopting and implementing a validated Systematic Synthetic Phonics; training all relevant staff in this scheme; ensuring all staff share in the vision for early reading.
Impact	•	ensure 'learners develop detailed knowledge and skills across the curriculum and, as a result, achieve well', by	mastering the basic skills of using the alphabetic code for reading and spelling, to becoming enthusiastic and discerning readers; becoming independent thinkers, skilled with the ability to express themselves and their views clearly and fluently through the spoken word and written form; acquiring a rich vocabulary, through the varied opportunities to explore high quality literature and engage in meaningful dialogue about the ideas and aspirations that this provides.
	•	ensure 'learners are ready for the next stage of education, employment or training', by:	utilising a carefully planned curriculum to equip every learner with the necessary skills and knowledge needed to access and further their learning. Ultimately, ensuring they have been given equal access to the opportunities and tools to become their best selves as they progress into the wider world.

(Quotes taken from the Education Inspection Framework (Ofsted 2021))

- ensure continuity and progression throughout the school;
- devise a subject improvement plan;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- attend appropriate and relevant INSET;
- keep up to date with new developments;
- undertake an annual audit and stock take of resources;
- purchase new resources when required and in preparation for the new academic year;
- manage the subject budget effectively;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

# **Role of Teachers**

### Teachers will:

- comply with all aspects of this policy;
- work closely with the subject leader to develop this policy;
- devise medium and short term planning;
- develop mathematical fluency, numeracy and mathematical understanding in all subjects;
- develop pupils' spoken language, reading, writing and vocabulary in all subjects;
- plan and deliver good to outstanding lessons:
- plan differentiated lessons which are interactive, engaging, of a good pace and have a three part structure;
- have high expectations for all children and will provide work that will extend them;
- assess, record and report on the development, progress and attainment of pupils;
- achieve high standards;
- celebrate the success of pupils in lessons
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

# **Role of Pupils**

# Pupils will:

- be aware of and comply with this policy;
- be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

# **Role of Parents/Carers**

### Parents/carers will:

- be aware of and comply with this policy;
- be encouraged to take an active role in the life of the school by attending:
  - □ parents and open evenings
  - parent-teacher consultations
  - □ curriculum development workshops
- be encouraged to work in school as volunteers;
- be encouraged to respond to curriculum information newsletter;
- be informed via termly newsletters of their child's topics;
- asked to provide suggestions and ideas for improving this subject;
- be asked to take part periodic surveys conducted by the school on curriculum development;
- be invited to make presentations to pupils on aspects of this subject area;
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place:
- expect their child to hand in homework on time;
- join the school in celebrating success of their child's learning.

# MONITORING THE EFFECTIVENESS OF THE POLICY

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Co-Headteachers and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing board for further discussion and endorsement.

# **LINKED POLICIES**

- Academically More Able, Gifted and Talented Pupils
- Assessment
- Curriculum
- Curriculum Intent, Implementation and Impact
- Differentiation
- English as an Additional Language (EAL)

- Monitoring and Evaluation
- Self-Evaluation and School Improvement
- Special Educational Needs
- Teaching and Learning

# We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings.

# **Confirmation of policy:**

# **Corpus Christi School**

Lead member of staff: Gisele Jenson

Link Governor: Thom Chesser

Date to be reviewed: September 2022