

Grammar and Punctuation Policy

Adopted by GB - November 2015

Signed:....

Grammar and Punctuation Policy

Introduction

Grammar helps us to organise and make sense of what we are trying to say and children learn this as an integral part of learning to speak from an early age. Sentences give structure to help words make sense. Understanding the concept of a sentence and how to manipulate different sentence types is a key factor in ensuring children's progress in writing. Punctuation clarifies the meaning of texts.

Aim of policy

The policy aims to:

- To ensure the direct and accurate teaching of grammatical features.
- To ensure consistency and cohesion of teaching and learning across the school.
- To ensure progression of skills and identification of next steps.
- To establish expectations to improve children's writing skills.
- To ensure consistent use of terminology.
- To introduce grammatical constructions and terminology in a context that is relevant to the learning.
- To ensure the children understand the concept of sentences and punctuation and how to manipulate to ensure progress in writing.
- To ensure that the children understand the function of what they are learning.
- To develop the children's confidence and competence in their use of language.
- To encourage a positive attitude to writing and develop a fascination with and curiosity about the skills involved.
- To challenge the children's learning and skills.

The learning process

It is important that grammar is taught in context and that children have the time to talk about their choices.

Children should: LEARN PRACTISE APPLY REVISE

The skills should be taught through:

- Sentence and word play activities.
- Speaking and listening activities.
- Interactive challenges.
- Exploration of examples in texts (shared reading) consider the way writers use grammar and punctuation to impact on readers.
- Closed activities.
- Shared writing and modelling of skills.
- Focussed learning in small groups.
- Opportunities to apply skills actively and independently.
- Frequent opportunities to review learning and skills.
- Opportunities to explain their choices and the impact on the reader.

Ongoing practice

Consideration should be given to using a wide range of resources to suit the learner's need and to additional interventions to support the learning. The learning environment should support the learning further.

- The learning should be differentiated.
- Teachers should promote cross curricular learning and application.
- Children should be encouraged to self and peer assess.
- Learning should be at a good pace to ensure progress.
- Marking and feedback should acknowledge successful strategies used and identify next steps.

Overview of progression

- Children learn the concept of a sentence.
- Children learn how to use different sentence types to structure and connect ideas in a range of ways.
- Children learn how to add detail by using specific nouns, effective verbs and develop noun, adjectival and adverbial phrases.
- Children learn how to manipulate sentences, linking and expanding ideas in sentences using clauses and changing word order.
- Children learn to link sentences within and across paragraphs.
- Children learn to make choices to create effects.

NB This policy should be used in conjunction with the Hillyfield assessment grid for writing

Progression in grammar and punctuation

Year	Grammatical knowledge and skills
group	(Grammatical awareness, sentence construction and
	punctuation)
	Children's objectives:
	Reception
Reception	To write own name
Reception	To use a capital letter for the start of their own name
Reception	To begin to form simple sentences
Reception	To use correct letter formation
Reception	To know that words are ordered left to write and need to be read
Describer	that way to make sense
Reception	To expect written text to make sense and check for sense if it
Decention	does not
Reception	To use awareness of the grammar of a sentence to predict words
	during shared reading and when re-reading familiar stories Year 1
Year 1	To separate words with spaces
Year 1	To write first and last name with capital letters
Year 1	To use capital letters for personal pronoun 'l'
Year 1	To use capital letters for the first word in a sentence
Year 1	To understand other common uses of capitalisation – personal
	titles (Mr, Miss), headings, book titles, emphasis
Year 1	To understand and use full stops accurately to end a sentence
Year 1	To begin to use the term 'sentence' to identify sentences in text
	and understand that a line of writing is not necessarily the same
	as a sentence
Year 1	To sequence sentences to form a short narrative
Year 1	To add question marks to questions
Year 1	To recognise full stops and capital letters when reading and
No. and	name them correctly
Year 1	To read aloud with pace and expression appropriate to the
Year 1	grammar eg pausing stops, raising voice for questions
Year 1	To re-read their own writing and check whether it makes senseTo use 'and' and 'because' to join 2 simple sentences
	Year 2
Year 2	To use capitalisation for other purposes – personal titles (Mr,
rour 2	Miss), headings, book titles, emphasis
Year 2	To write in clear sentences understanding and using full stops
	and capital letters consistently and accurately
Year 2	To understand and use commas for lists
Year 2	To identify and write a statement
Year 2	To understand and use exclamation marks to denote strong
	emotion and write a command
Year 2	To understand and use question marks to write questions
Year 2	To turn statements into questions, learning a range of 'wh' words
	used to open questions eg what, where, when, who

Year 2	To compare a variety of questions in texts eg asking for help, asking the time
Year 2	To identify speech marks in reading, understanding their purpose and use the term correctly
Year 2	To read aloud with intonation and expression appropriate to the grammar and punctuation (sentences, speech marks, commas, exclamation marks)
Year 2	To understand and use the term noun
Year 2	To understand and use simple noun phrases for description
Year 2	To understand and use the term verb and understand the function – noticing that sentences cannot make sense without them (collect and classify verbs from reading)
Year 2	To understand and use the term verb tense (past and present)
Year 2	To use standard forms of verbs in speaking and writing eg. see/saw, go/went
Year 2	To use the past tense consistently for narration
Year 2	To understand and use the term adjective – identify in reading, explore effect, collect and classify
Year 2	To understand the need for grammatical agreement, matching verbs to nouns/pronouns eg I am; the children are
Year 2	To use simple gender forms correctly eg his/her
Year 2	To understand and use simple clauses
Year 2	To understand and use a greater range of connectives to join sentences - and, because, or, but, when, if, that, because
Year 2	To understand and use simple time connectives eg first, next, then
Year 2	To use a variety of simple organisational device eg arrows, lines, boxes to indicate sequences and relationships
Year 2	To investigate and recognise a range of other ways of presenting texts eg speech bubbles, enlarged, bold, italics, captions, headings and sub headings
	Year 3
Year 3	To write in clear sentences understanding and using full stops and capital letters consistently and accurately
Year 3	To understand and use commas in lists
Year 3	 To understand and use the term 'comma' appropriately and to understand the function of commas through: Noticing where commas occur in reading Discussing their functions in marking grammatical boundaries
Year 3	To understand and use question marks and be able to write questions
Year 3	To understand and use exclamation marks to denote strong emotion and be able to write exclamations/commands
Year 3	To turn statements into questions, learning a range of 'wh' words used to open questions eg what, where, when, who
Year 3	To begin to understand and use apostrophes for contracted forms
Year 3	To begin to understand and use possessive apostrophes

Year 3	To use and understand the term 'speech marks'
	To punctuate direct speech using speech marks and use
	conventions which mark boundaries between spoken words and
	rest of sentence
Year 3	To understand and use the term noun
Year 3	To understand and use noun phrases for description
Year 3	To use the term 'adjective' appropriately and understand the
	function in sentences through:
	 Identifying adjectives in shared reading
	Discussing and defining what they have in common ie
	words that qualify nouns
	Exploring effect of changing adjectives
	Collecting and classifying adjectives
	Experimenting for impact
Year 3	To understand and use the term verb and understand the
	function – noticing that sentences cannot make sense without
	them (collect and classify verbs from reading)
Year 3	To understand the difference between verbs in 1 st , 2 nd and 3 rd
	person eg l/we do, you do, he/she does, they do
	Discuss purposes and relate to different texts eg 1 st person for a
No. and A	diary; 2 nd person for instructions; 3 rd person for narrative
Year 3	• To understand and use the term 'tense' in relation to verbs
	To know that tense refers to time
	 To know that one test of whether a word is a verb is
	whether or not its tense can be changed
	To compare sentences from different texts eg narrative in
	past tense, explanations in present tense
Year 3	To use past and present tense consistently
Year 3	To understand and use the term adverb and explore examples To understand and use the term adverbial
Year 3	
Year 3	To understand and use simple clauses To understand and use a subordinate clause
Teal S	To understand and use a subordinate clause
Year 3	To understand and use different words to start sentences eg
	when, if
Year 3	To understand and use the term pronoun appropriately and to
	understand the function of pronouns in sentences through:
	 Noticing in speech and reading how they stand for nouns
	Substituting pronouns for common and proper nouns in
	own writing
	Distinguishing personal pronouns eg I, you, him, it and
	possessive pronouns eg my, yours, hers
	 Understand how pronouns are used to mark gender eg
	he, she
Year 3	To ensure grammatical agreement in speech and writing of
	pronouns and verbs eg I am, we are

	· · · · · · · · · · · · · · · · · · ·
Year 3	 To understand and use the term connective and conjunction To understand how sentences can be joined in more complex ways through using a widening range of connectives/conjunctions and use in own writing eg if, so, while, though, since, when To understand and use time sequences eg first, then after, meanwhile
Year 3	To understand and use prepositions - spatial
Year 3	To understand and use determiners
Year 3	 To understand pluralisation through: Recognising the singular and plural forms in shared reading Transforming sentences from singular to plural and vice versa noting words that have to change and those that do not Understanding collective nouns Noticing which nouns can be pluralised and those that cannot eg trousers
Year 3	To experiment with deleting words in sentences to see which are essential to meaning and which are not Year 4
Year 4	To use commas after fronted adverbials eg Occasionally, she
Year 4	comes to my house; With tears trickling down his face, (sentence starters) To use and understand fronted adverbials eg Suddenly, To use commas to mark grammatical boundaries within
	sentences
Year 4	To punctuate direct speech using commas and speech marks
Year 4	 To use apostrophes to mark possession through: Identifying possessive apostrophes in reading and to whom or what they refer Understanding the rules for apostrophising singular nouns eg the man's hat; for plural nouns ending in 's' eg The doctors' surgery and for irregular plural nouns eg children's playground Distinguishing between uses of the apostrophe for contraction and possession Begin to use the apostrophe appropriately in their own writing
Year 4	To identify semi colons and respond to them appropriately in reading
Year 4	To identify colons and respond to them appropriately
Year 4	To identify hyphens and respond to them appropriately in reading
Year 4	To use commas, connectives and full stops to join and separate clauses and effectively in their own writing
Year 4	To use connectives to structure an argument eg 'ifthen'; 'on the other hand'; 'so'
Year 4	To understand and use subordinate clauses

Year 4	To show relationships of time, reason and cause through
	subordination and connectives: when, if, because, although, then
Year 4	To understand and extend knowledge and understanding of adverbs through:
	 Identifying common adverbs with ly suffix and discuss
	impact on meaning of sentence
	 Noticing where they occur in sentences and are used to
	qualify the meaning of verbs
	 Collect and classify examples eg for speed – swiftly,
	rapidly, rapidly
	 Explore and use adverbs with consideration of impact
Year 4	To understand and use the term adverbial
Year 4	To understand and use the term noun consistently
Year 4	To understand and use the term pronoun appropriately and to
	understand the function of pronouns in sentences through:
	 Noticing in speech and reading how they stand for nouns
	 Substituting pronouns for common and proper nouns in
	own writing
	 Distinguishing personal pronouns eg I, you, him, it and
	possessive pronouns eg my, yours, hers
	 Understand how pronouns are used to mark gender eg
	he, she
	 Distinguish the 1st, 2nd, 3rd person of forms of pronouns eg
	I, me, we; you; she, her, them
	 Investigate the contexts and purposes for using pronouns
	in different persons
Year 4	To understand and use prepositions
Year 4	To understand and use determiners
Year 4	To use the term 'adjective' appropriately and understand the
	function in sentences through:
	 Identifying adjectives in shared reading
	 Discussing and defining what they have in common ie
	words that qualify nouns
	 Exploring effect of changing adjectives
	 Collecting and classifying adjectives
	Experimenting for impact
Year 4	To understand and use the term verb and understand the
	function – noticing that sentences cannot make sense without
Year 4	them (collect and classify verbs from reading)
rear 4	To understand the difference between verbs in 1 st , 2 nd and 3 rd
	person eg I/we do, you do, he/she does, they do Discuss purposes and relate to different texts eg 1 st person for a
	diary; 2 nd person for instructions; 3 rd person for narrative
Year 4	To understand and use the term 'tense' in relation to verbs:
	 To know that tense refers to time
	 To know that one test of whether a word is a verb is
	whether or not its tense can be changed
	• To compare sentences from different texts eg narrative in
L	

	neet tonge, comlemations in present tonge
	 past tense, explanations in present tense To develop an awareness of how tense relates to purpose and structure of text
Year 4	To identify the use of powerful verbs eg 'hobbled' instead of 'went'
Year 4	 To extend knowledge, understanding and use of expressive and figurative language in stories and poetry through: Constructing adverbial phrases Examining comparative and superlative adjectives Comparing adjectives on a scale of intensity (eg hot, warm, tepid, lukewarm, chilly, cold) Relating them to the suffixes which indicate degrees of intensity (eg –ish, -er, -est) Relating them to adverbs which indicate degrees of intensity (eg very, quite, more, most) and through investigating words which can be intensified and those which cannot
Year 4	To re-order simple sentences and notice the changes which are required in word order and verb forms and discuss effect of changes
Year 4	To construct sentences in different ways, while retaining meaning through: • Combining two or more sentences • Re-ordering them • Deleting or substituting words
Year 4	To understand the significance of word order eg some re- orderings destroy meaning; some make sense but change meaning; sentences can be re-ordered to retain meaning (sometimes adding words); subsequent words are governed by preceding ones
Year 4	To ensure grammatical agreement in speech and in writing pronouns and verbs eg I am, we are
Year 4	 To understand the basic conventions of standard English: Agreement between noun and verbs Consistency of tense and subject Avoidance of double negatives Avoidance of non-standard dialect words
Year 5	To understand the need for punctuation as an aid to the reader eg commas to mark grammatical boundaries; a colon to signal eg a list
Year 5	To use punctuation effectively to sign post meaning in longer and more complex sentences
Year 5	To use commas to clarify meaning
Year 5	To punctuate direct speech using commas and speech marks

Veer F	
Year 5	From reading, to understand how dialogue is set out eg on
Veer E	separate lines for alternate speakers in narrative
Year 5	To be aware of the differences between spoken and written
	language, including:
	 The need for writing to make sense away from the immediate context
	The use of punctuation to replace intonation, pauses,
	gestures
Voor E	The use of complete sentences
Year 5	To understand and use brackets
Year 5	To understand and use bullet points
Year 5	To understand and use semi colons
Year 5	To understand and use colons
Year 5	To understand and use dashes
Year 5	To understand and use ellipsis
Year 5	To understand the difference between direct and reported
	speech (e.g. She said, "I am going" and She said she was
	going) e.g. through:
	Finalization and companies according from a caller
	 Finding and comparing examples from reading.
	Discussing contexts and reasons for using particular
	forms and their effects.
	 Transform direct into reported speech and vice versa,
	noting changes in punctuation and words that have to be
	changed or added.
Year 5	To use a range of sentence openers
Year 5	To add phrases to make sentences more precise and detailed
Year 5	To investigate clauses through:
	 Identifying the main clause in a long sentence.
	 Investigating sentences which contain more than one
	clause
	 Understand how clauses are connected (e.g. by
	combining 3 short sentences into 1).
	combining o short sentences into 1 j.
Year 5	To understand and use connectives to link clauses within
i oui o	sentences and to link sentences in longer texts
Year 5	To understand and use relative clauses
Year 5	To use and understand conditionals (if, then, might, could,
	would)
Year 5	To adapt sentence construction to different text types, purposes
i dai d	and readers.
Year 5	To use and understand expanded noun phrases .
Year 5	To investigate word order by examining how far the order of
	words in sentences can be changed:
	Which words are essential to meaning
	 Which can be deleted without damaging the basic
	meaning
	 Which words or groups of words can be moved into a
	different order
	 Indentify and understand semantic cohesion

	 Identify and understand grammatical cohesion
Year 5	To use affixes to convert word classes
Year 5	To use affixes to change meanings
Year 5	To understand and use modal verbs (might, should, will, must)
Year 5	To understand and use adverbs(perhaps, surely)
Year 5	To understand and use adverbs for cohesion
Year 5	To understand and use the relative pronoun (who, whom, whose, which, that)
Year 5	To ensure that when using a pronoun it is clear to what or whom they refer
Year 5	To understand and use determiners
Year 5	To understand and use synonyms
Year 5	 Understand and use the term "preposition" appropriately and to understand the function of prepositions in sentences through: Searching for, identifying and classifying a range of prepositions Experimenting with substituting different prepositions and their effect on meaning.
Year 5	 To extend knowledge, understanding and use of verbs, focussing on: Tenses: past, present, future; investigating how different tenses are formed by using auxiliary verbs e.g. have, was, shall, will Forms: active, interrogative, imperative Person: 1st, 2nd, 3rd. Identify and classify examples from reading. Experimenting with transforming tense/form/person in these examples – discuss changes that need to be made and effects on meaning.
Year 5	Identify the imperative form in instructional writing and the past tense in recounts. To use this awareness when writing for these purposes
Year 5	To explore ambiguities that arise from sentence contractions eg through signs and headlines
Year 5	To adapt sentence construction, tone and vocabulary to different text types, purposes and audiences
Year 5	To discuss, proof read and edit their own writing for clarity and correctness eg by creating more complex sentences, using a range of connectives, simplifying clumsy constructions
Year 5	 To understand the basic conventions of standard English and consider when and why standard English is used: Agreement between nouns and verbs Consistency of tense and subject Avoidance of double negatives Avoidance of non-standard dialect words
	Year 6
Year 6	To understand and use hyphens
Year 6	To understand and use semi colons

Year 6	To understand and use colons
Year 6	To understand and use dashes
Year 6	To understand when to use 'me' or 'l'
Year 6	 Understand and use the terms "active" and "passive" when referring to verbs, and to be able to apply their knowledge in their own writing Transforming a sentence from active to passive and vice-versa. To note and discuss how changes from active to passive affect the word order and sense of a sentence. To investigate further the use of active and passive verbs. To know how sentences can be re-ordered by changing from one to the other. To consider how the passive voice can conceal the agent of a sentence, e.g. The chicks were kept in an incubator.
Year 6	To understand the term impersonal voice and be able to write in this style
Year 6	To understand the features of informal sentences
Year 6	 Understand the features of formal language, including the subjunctive through: Collecting and analysing examples, discussing when and why they are used Noting the conventions of the language, e.g. use of the impersonal voice, imperative verbs, formal vocabulary Collecting typical words and expressions, e.g. "Those wishing to", "hereby", "forms may be obtained"
Year 6	 To revise the language conventions and grammatical features of the different types of text such as: Narrative (e.g. stories and novels) Recounts (e.g. anecdotes, accounts of observations, experiences) Instructional texts (e.g. instructions and directions) Reports (e.g. factual writing, description) Explanatory texts (how and why) Persuasive texts (e.g. opinions and promotional literature) Discursive texts (e.g. balanced arguments)
Year 6	 To investigate connecting words and phrases: Collect examples from reading and thesauruses. Study how points are typically connected in different kinds of text. Classify useful examples for different kinds of text – for example, by position (besides, nearby, by); sequence (firstly, secondly); logic (therefore, so, consequently). Identify connectives which have multiple purposes (e.g. on, under, besides).
Year 6	 Identify, understand and form complex sentences through: Using different connecting devices. Reading back complex sentences for clarity of meaning,

and adjusting as necessary.
 Evaluating which links work best.
 Identifying main clauses.
 Using appropriate punctuation.
To secure control of complex sentences, understanding how
different clauses can be manipulated to achieve different effects.
To use subordinate clauses to write complex sentences
To revise work contracting sentences:
Summary
Note-making
Editing
To identify the subject in sentences
To identify the object in sentences
To identify and understand formal and informal vocabulary
To conduct detailed language investigations through interviews,
research and reading eg of proverbs, language change over
time, dialect, study of headlines
To become aware of conditionals through:
 Using reading to investigate conditionals, e.g. using
ifthen, might, could, would, and their uses, e.g. in
deduction, speculation, supposition.
 Using these forms to construct sentences which express e.g. possibilities, hypotheses.
• Exploring the use of conditionals in past and future, experimenting with transformations, discussing effects, e.g. speculating about possible causes (past), reviewing a range of options and their outcomes (future).