



**Preston North East**  
PRIMARY

# Literacy Policy

## **Definition:**

Literacy includes the capacity to read, understand, and critically appreciate various forms of communication, including spoken language, print, broadcast media and digital print. Literacy includes the ability to communicate in spoken and written form.

## **Rationale:**

The development of effective literacy is fundamental to the achievement of a rich and fulfilling life. We use these skills everyday in order to communicate with, and make sense of, the world around us.

## **Aims**

We aim to provide a supportive, stimulating and secure environment where students are encouraged to express themselves respectfully and where their contributions are valued.

- To improve the literacy standards for all students.
- To enable students to express and communicate meaning in spoken language, listening to and interpreting what others say.
- To provide students with opportunities to develop their ability to read, understand and engage with various types of text for enjoyment and learning.
- To enable students to communicate effectively using written language, making and shaping text appropriately, according to the context, purpose, reader or audience.
- To raise students' own expectations of achievement and encourage ambition and high expectations.
- To nurture and develop students' confidence to make informed choices in their learning and to express these choices confidently.
- To support staff to implement a highly effective literacy program.

## **Implementation**

Our literacy program is determined by the Victorian Curriculum and in accordance with the guidelines of the Department of Education and Training.

## **Principal**

- Provide access to professional development.
- Ensure structures and procedures for the implementation of the literacy policy are followed.
- Provide access to appropriate resources to support literacy teaching and learning.

## **Parents**

- Encourage children to read at home for enjoyment.
- Encourage children to borrow from the library and return their books regularly.

- Support and encourage the completion of set homework, including daily reading.
- Read to and with their children.

### **Literacy Coordinator**

- Ensure Literacy Scope and Sequence aligns with the school's Inquiry topics.
- Provide Literacy Expectations to staff.
- Provide professional learning to staff, informed by current research into best practice.
- Provide coaching and mentoring to staff to support the implementation of literacy practices across the school.
- Ensure classrooms and programs are adequately resourced.
- Work to achieve the Key Improvement Strategies for literacy, as outline in the Strategic Plan and Annual Implementation Plan.
- Oversee the literacy support programs, provided for students based on their needs. These programs are delivered in a variety of ways (Tutor Learning Initiative, Educational Support staff, English as an Additional Language, Koori Support).

### **Teachers:**

#### **Reading**

- Plan a reading program that is aligned with the Preston North East Primary School Literacy Scope and Sequence.
- Explicitly teach phonological awareness, phonics (aligned with Dandelion sequence), irregular words, fluency, vocabulary and comprehension.
- Maintain a class library to encourage student choice of reading.
- Ensure students read independently in class everyday.
- Promote and support reading at home.
- Differentiate reading instruction through Guided Reading, Book Clubs and Conferences.

#### **Writing**

- Plan a writing program that is aligned with the Preston North East Literacy Scope and Sequence.
- Ensure handwriting and key-board skills are taught.
- Ensure spelling is explicitly taught, aligned with Dandelion phonics sequence and the SWST sequence.
- Explicitly teach text types, their structure and linguistic features and writer's craft.
- Model the writing process (planning, drafting, revising, editing and publishing)
- Support writing with scaffolds, where appropriate, and modelled writing within class.
- Differentiate writing instruction through conferencing and goal setting.

#### **Speaking and Listening**

- Embed speaking and listening in all subjects.
- Use accountable talk strategies to ensure students are active participants in speaking and listening activities.
- Build vocabulary through Word Walls.

- **Assessment**
- Follow literacy assessment schedule for formal assessment.
- Analyse and use assessment data to inform future teaching and learning.
- Utilise formative assessment through Guided Reading and Reading Conference and Writing Conference.
- Provide students with feedback on assessment tasks.

### **Evaluation**

This policy was last updated in July 2023 and is scheduled for review in July 2026