

Viking Academy Trust



Read Write Inc Policy

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Signed:

Chair of Trust

The VIKING ACADEMY TRUST 'Staff Induction Policy' has been written after consultation with staff and following DfE guidance.

Staff Induction Policy

Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

Chilton Primary School

Ramsgate Free School

Upton Junior School

This RWI Policy is specific to Upton Junior School.

Read Write Inc Policy

Using the Read Write IncPhonic programme

The programme is for:

- pupils in Year 3 and Year 4 who are learning to read and write and need to catch up with 'age appropriate' levels quickly.
- We teach in 'Learning Groups' and RWI forms the majority of the English curriculum for pupils in Year 3 LGs4 & 5 and part of the English curriculum for Y3 LG3. In Year 4, RWI forms the majority of the English curriculum for LG5
- Struggling readers in Years 5 and 6 follow Read Write Inc. Fresh Start.

We teach pupils to:

- decode letter-sound correspondences quickly and effortlessly, using their phonic knowledge and skills
- read 'tricky' words on sight
- understand what they read
- read aloud with fluency and expression
- write confidently, with a strong focus on vocabulary and grammar
- spell quickly and easily by segmenting the sounds in words
- acquire good handwriting

In addition, we teach pupils to work effectively with a partner to explain and consolidate what they are learning. This provides the teacher with opportunities to assess learning and to notice difficulties, such as pupils' poor articulation, or problems with blending or alphabetic code knowledge.

We group pupils homogeneously, according to their progress in reading rather than their writing. This is because it is known that pupils' progress in writing will lag behind progress in reading, especially for those whose motor skills are less well developed.

In Year 3 Learning Groups 4 & 5, we emphasise the alphabetic code. The pupils rapidly learn sounds and the letter or groups of letters they need to represent them. Simple mnemonics help them to grasp this quickly. This is especially useful for pupils at risk of making slower progress. This learning is consolidated daily. Pupils have frequent practice in reading high frequency words with irregular spellings - 'red words'.

We make sure that pupils read books that are closely matched to their increasing knowledge of phonics and the 'red words'. This is so that, early on, they experience success and gain confidence that they are readers. Re-reading and discussing these books with the teacher supports their increasingly fluent decoding and their understanding of the text (comprehension).

Alongside this, the teachers read a wide range of stories, poetry and non-fiction to pupils; they are soon able to read these texts for themselves. Embedding the alphabetic code early on means that pupils quickly learn to write simple words and sentences. We encourage them to compose each sentence aloud until they are confident to write independently. We make sure they write every day. Pupils write at the level of their spelling knowledge, that is, they use their knowledge of the alphabetic code and the tricky words they have learnt. They can soon spell words that are more complex confidently and accurately.

The quality of the vocabulary they use in their writing reflects the language they have heard in the books the teacher has read to them; they have also discussed what the words mean.

Our aim is for pupils to complete the phonics programme as quickly as possible. The sooner they complete it, the sooner they will be able to choose books to read at their own interest and comprehension level.

Achievement in an outstanding Read Write Inc. school

Assessing and tracking progress

We assess all pupils across the school who are on the Read Write Inc programme using the Sound and Word Entry Assessment. We use this data to assign children to either Read Write Inc. Phonics group or who may need 1:1 tuition. This gives us a very good indication of how well they are making progress relative to their starting points. We do this for all pupils, whenever they join us, so we can track all of them effectively, including those eligible for the pupil premium.

For those on the Read Write Inc. Phonics programme, we record their starting date and entry point on the tracker to monitor the rate at which they are making progress. We can also easily identify those who joined the programme later. In addition, we use a standardised reading test from QCA and benchmarking kits so that we can ensure that the gains our pupils are making are age-appropriate.

We support pupils who have identified special educational needs for however long it takes until they can read. For example, we identify those who are at risk of falling behind their peers immediately - whatever their age. Highly trained staff tutor them for 15 minutes every day, using the Read Write Inc. One-to-one tutoring programme.

Impact across the curriculum

Our teachers are enthusiastic about using the Read Write Inc. programme because they can see how well pupils learn from it and the progress they make, not just in English but also across the curriculum.

We ensure that:

1. Data is used effectively to ensure good progress in all groups - in particular those eligible for the pupil premium. (Read Write Inc. assessment and tracking, standardised reading tests)
2. 90% of pupils complete Read Write Inc. Phonics by end of Year 3
3. Slower progress pupils and those with specific SEN are taught in small homogeneous teaching groups and receive Read Write Inc. one-to-one tutoring.

Quality of teaching in an outstanding Read Write Inc. school

The programme's 'cycle of instruction' means that, after direct instruction and guided practice, the pupils teach another pupil. In this way, they all rehearse and consolidate what they have been learning. This helps the pupils to make their understanding clear to themselves and helps the teacher deal with any misconceptions. 'Partner teaching' is a key assessment tool. We also use this approach very effectively in other subjects. Assessment is a critical element of our programme.

The teachers assess:

- pupils' phonic knowledge
- the speed at which pupils are able to read the text
- their understanding of the stories they read.

We record the results from the Sound and Word Assessments, which take place every eight weeks, on the Assessment Tracker. This data allow us to intervene in different ways. For instance, we quickly move pupils to another group if they are progressing faster than their peers are. Those who continue to struggle have one-to-one tutoring so that they keep up.

The homogeneous groupings allow the teachers to focus on all pupils for the whole lesson. This means that all the pupils are engaged, with a positive impact on their

behaviour. They learn to participate fully: we agree with them the rules for working in a group or discussing with a partner. We discourage 'hands up' for answering questions because we believe that all pupils should answer every question. The teacher selects pupils to answer.

The Read Write Inc. programme has detailed lesson plans. These give the teachers practical day-to-day guidance, but we work hard to build on these plans so that the lessons are matched carefully to the needs of their particular group. Every activity in every lesson is prepared thoroughly and has a very clear purpose. The teacher explains this at the beginning so that the pupils understand, during the activity, what they are learning and why.

Simple teaching strategies and a lively pace ensure that all the pupils participate fully- there is no chance for them to lose concentration and miss key elements. In addition, because all the pupils are grouped across the school in terms of their reading ability, they are reading at an appropriate decoding level every day. The homogeneous groups help us to focus the teaching and ensure pupils make very good progress.

Additional support for lower-attaining pupils

Pupils in the 'lowest' attaining group have the widest variety of needs. This is therefore the least homogeneous group. In order to give these pupils the same carefully targeted teaching as all the other groups, some of these pupils have daily one-to-one tutoring for 10 to 20 minutes, in addition to their group session in the morning. This tutoring helps us to meet their individual needs.

Feedback and marking

We emphasise constructive feedback. For example, we praise pupils for what they do well, such as displaying the behaviour; they all need for their learning to be successful. Teaching partners are praised for their effective teaching. We have clear systems for marking pupils' work. Pupils know their teacher's expectations for each activity. We mark short activities with the pupils in the lesson. Extended pieces are marked afterwards. We discuss the outcomes with the group and individuals so that the marking is genuinely used to take forward pupils' learning.

Homework

We support pupils to select appropriate books to take home, depending on what support they might receive at home. All children on the RWInc. Programme receive take home books that they have already read in the Read Write Inc. lesson. This means that they are confident to read at home, even if their parents cannot read with them. Pupils also take home stories and non-fiction that they cannot yet read for themselves but that have been read to them. Stories and new vocabulary are explained and discussed so all

pupils have access to the books they read. Pupils also take home familiar picture books so that they can re-tell the story aloud and recall details and vocabulary.

Quality of teaching and pupils' progress

The Head of School and reading leaders monitor pupils' progress together until every child can read. No child is left behind to struggle. We record lesson observations and any subsequent coaching alongside the 'teacher tracker' so that we can see if there is a correlation between the quality of the teaching and the progress pupils make.

We ensure that:

1. The Read Write Inc. 'cycle of instruction' is embedded across the curriculum - MT/YT, TTYP. Pupils do not raise their hands to answer questions.
2. The strongest reading teachers teach the slowest progress groups.
3. Close grouping for reading is maintained - pupils are moved on quickly.
4. The purpose of each activity is clear to both teachers and pupils.
5. Planning and marking is thorough.
6. Pupils read books at home that closely match their word reading, as well as familiar stories and texts beyond their word reading.
7. Teaching is monitored thoroughly.

Behaviour and safety in an outstanding Read Write Inc. school

Pupils have very positive attitudes to the programme. Their good behaviour and the virtual absence of low-level disruption in lessons contribute to the progress they make. We support this behaviour by using silent signals for gaining their attention, for setting up partner routines, and for managing the way pupils move around the classroom. Everyone uses the same signals. The teachers are encouraged to use these strategies in other lessons, too, so that the approach to behaviour is consistent throughout the day. We believe that the partner work and the homogeneous groupings help the pupils learn to work together. Effective partner work has the benefit of helping pupils to work closely with others - especially those who are not their best friends. Quick bonding activities help new partners to get to know one another. Boys and girls, first and second language learners, assertive and reticent pupils, and pupils of different ages learn to get on together. Potential bullying is explored and discussed so pupils know how this can develop and how to deal with it if it does.

Pupils are taught the manners and behaviour that are necessary to work with adults and other pupils. All adults are strongly discouraged from shouting, 'shushing' and nagging pupils; rather, they are expected to demonstrate positive attitudes and good manners, and to act as role models for pupils.

Praise for hard work and good behaviour is fundamental to pupils' progress. The values of courtesy, consideration and kindness are at the heart of every lesson, taught through the programme and embedded in other lessons. All the staff use the same positive strategies for behaviour management across the school. Working well together, as part of a team, is at the core of the school's work – for staff and pupils.

Attendance

The programme is intensive and cumulative, so poor attendance severely disrupts the progress of any pupils who are absent, for however short a time. The Headteacher, with a team of staff, meets all pupils and parents whose attendance is under 95%. Our school attendance is currently 97%.

We ensure that:

1. All staff use the Management signals consistently in and out of lessons
2. Partner work is modelled and rehearsed until pupils work willingly and supportively with pupils who are not their friends
3. Praise is fundamental in helping pupils make progress and behave courteously
4. Staff are consistently kind, considerate to each other and to pupils – no shouting, shushing and nagging
5. Pupils attend every day, unless poorly

Leadership and management in an outstanding Read Write Inc. school Shared vision

The school's shared vision is that every pupil learns to read quickly and continues to read –widely and often. The Head of School works with all the staff to ensure that this happens. In particular, she works closely with the RWI Leader to monitor the quality of teaching and to provide coaching for staff who need it (teachers and teaching assistants).

The role of the RWI Leader is critical. Alongside the Head of School, the RWI Leader drives the teaching of Read Write Inc. Phonics, ensuring it is taught with fidelity so that all the pupils complete the programme as quickly as possible.

The RWI Leader's roles include:

- ensuring pupils in the 'lower progress' group are making good progress and organising one-to-one tutoring for the pupils who need extra support.
- keeping the groups homogeneous, i.e. at the same reading level
- providing further training (through demonstration, coaching, monitoring)
- ensuring that our teaching of reading is of the highest quality and that all our pupils make progress.

Teachers alert the RWI Leader to any pupil whose progress is faster or slower than the rest of their group.

Professional development

A key element of Read Write Inc. is consistent whole-school practice, underpinned by appropriate professional development. The Head of School, all the teachers and teaching assistants are trained to teach reading. All staff have attended two-day training and the trainer has returned to support us on subsequent development days. We generally hold at least two development days every year to ensure we are aware of up-to-date practice.

Parents and carers

We invite parents/carers to an initial meeting and we hold workshops and individual 1:1 meetings regularly to show how they can help their children read at home. We would like them to help their children, but we also recognise that some are not well placed to do this. If they do not, their children will not suffer; it is our job to teach their children to read.

Parent meetings are well attended and those and we organise repeat meetings for those who do not or cannot attend and we persevere until all have attended. We ensure that pupils whose parents do not attend keep up with their peers. We check that they make good progress in lessons, we give them extra one-to-one lessons, and we encourage them read to themselves and to siblings at home.

We ensure that:

1. All staff are trained on Read Write Inc. Phonics and book regular development day with RM trainers.
2. The RWI Leader monitors progress of all RWI groups.
3. The RWI Leader leads lesson modelling, coaching as well as observing reading teachers, particularly those who need support.
4. The Headteacher and Assistant Headteacher (Inclusion) observe Read Write Inc. lessons with the RWI Leader and discusses the pupil progress and teacher tracker regularly.
5. The RWI Leader meets with the reading team regularly over the term focusing on aspects for improvement.
6. The RWI Leader organises regular workshops with parents