



# **SCHOOL OPERATING POLICY**



## **LITERACY AND NUMERACY POLICY**

**March 2021**

# LITERACY AND NUMERACY POLICY STATEMENT

## 1. Introduction

- Kelvin Hall aims always to provide the highest quality learning opportunities to enable all learners to achieve their potential, in order to enhance their future prospects.
- Improving literacy and numeracy skills is an essential part of Kelvin Hall's commitment to narrowing the achievement gap, improving the life chances of all and increasing opportunities for all learners.
- All staff are responsible for contributing to the development of pupils' literacy and numeracy skills, which should be promoted consistently throughout all areas of the curriculum and where possible in all other aspects of the life of the school.

## 2. Kelvin Hall School is committed to:

1. Using a wide range of prior information and assessment (Key Stage 2 SATs, Cognitive Ability testing, Reading and Spelling Age tests) to ensure that pupils' literacy and numeracy levels are known and understood on entry to the school or as soon as possible thereafter.
2. Providing relevant programmes of study at an appropriate level for the individual learner.
3. Providing a range of relevant qualifications at different levels to meet learner needs
4. Encouraging speaking, reading, writing and listening to promote the improvement of literacy skills.
5. Providing opportunities for all learners to acquire the number skills that they will require in their daily and working life.
6. Developing an understanding of the practical ways that numeracy and literacy can be applied effectively to everyday contexts.
7. Providing teaching and learning that is challenging, motivating and responsive to individual needs.
8. Assessing learners' work in ways that will support the acquisition of literacy and numeracy skills.
9. Regularly reviewing progress and setting challenging targets, which include improved literacy and numeracy acquisition.
10. Assessing for learning support needs and providing support if required
11. Providing pupils with impartial advice and guidance for progression in their literacy and numeracy learning which may relate to their current or future studies.

12. Giving comments and advice in relation to current and future studies which will relate positively and constructively to literacy and numeracy
13. Recognising and taking account of government policy and research, including local initiatives, to address levels of literacy and numeracy within the wider community of Kelvin Hall.

### **3. In order to fulfil these commitments, Kelvin Hall School will:**

1. Provide Continuing Professional Development to support the acquisition of literacy and numeracy skills for staff in order to develop the professional knowledge and skills of all staff in the school and their capacity for improving these skills in learners.
2. Include literacy and numeracy qualifications in the Person Specifications for all staff appointments.
3. Work in partnership with colleagues from the public, private, voluntary and community sectors to pursue relevant national, regional and local initiatives.
4. Actively seek the views, needs and aspirations of all learners.
5. Build progression opportunities for learners which allow them to progress to higher levels of learning particularly in their literacy and numeracy as well as in their wider studies.
6. Access funding, where possible, to support the effective implementation of these initiatives.
7. Continue to take account of relevant policy initiatives and research which relate to literacy and numeracy.

### **4. Conclusion**

Kelvin Hall will support pupils throughout their studies to develop the best possible literacy and numeracy skills. We recognise that literacy and numeracy are essential skills which pupils will require to access the curriculum in school, but also to progress in the workplace and to operate effectively and successfully in everyday life. The highest possible levels of literacy and numeracy are vital to enhance and improve pupils' future opportunities in life and we are dedicated to supporting them in acquiring those skills.

**Review Date: March 2022**