

School policy on the teaching of phonics, reading and writing



Our pupils learn to read and write effectively and quickly using the Read Write Inc. Phonics programme.

Read Write Inc. Phonics

The programme is for:

- Pupils in EYFS to Year 2 who are learning to read and write
- Any pupils in Years 2, 3 and 4 who need to catch up rapidly
- Struggling readers in Years 5 and 6 follow Read Write Inc. Fresh Start.

In Read Write Inc. Phonics pupils:

- Decode letter-sound correspondences quickly and effortlessly, using their phonic knowledge and skills
- Read common exception 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 pick up on 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 **Reception** 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 – common exception words.

We make sure that **pupils read books that are closely matched to their increasing knowledge of phonics** and the common exception 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.

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. This occurs in additional Reading Skills and Story Time lessons.



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. 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.

Outcomes for children Assessing and tracking progress

We assess all pupils following Read Write Inc. Phonics using the Entry Assessment. We use this data to assign them to groups. 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 within each year group, each term, so that we can ensure that the gains our pupils are making are age-appropriate.

We aim for 80% of our pupils complete the phonics programme by the end of Year 1. We aim for the rest of the pupils, around 20%, complete the programme by the end of the autumn term of Year 2. We aim for all children to be accurate and speedy readers by the time they enter Key Stage 2.

Pupils who are making slower progress usually complete the programme by the end of Year 2. 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. If a child arrives in Key Stage 2 reading below their chronological age or with English as an additional language, they are taught Read Write Inc. Phonics until they too catch up with their peers.

By the end of Key Stage 1, our pupils are able to read aloud age-appropriate texts accurately and with sufficient speed for comprehension. This means that we can focus on developing their comprehension, preparing them well for transition to Key Stage 2. Their good decoding skills mean that they have a sound strategy for decoding unfamiliar words when they come across them at whatever stage or in any subject, even into secondary school.

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 across the curriculum.



Summary:

1. Data is used effectively to ensure gaps are closing between all groups – in particular those eligible for the pupil premium (Read Write Inc. assessment and tracking, standardised reading tests, phonics screening check).
2. 80-90% of pupils complete Read Write Inc. Phonics by end of Year 2 Term 1.
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, learning and assessment

The programmes' '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.

In Read Write Inc. Phonics, because 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 in the Phonic lessons help us to focus the teaching and ensure pupils learn to read quickly.

The Reading Leader records the results from the 1:1 Assessment, which takes place every half term. This data allows us to intervene in different ways. For instance, we quickly move pupils to another group if they are progressing faster than their peers. Those who continue to struggle have one-to-one tutoring so that they keep up.

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. programmes have 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 is prepared thoroughly and has a clear purpose. The teacher explains this at the beginning so that the pupils understand, during the activity, what they are learning and why.

Additional support for lower-attaining pupils learning to read

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. Once these pupils have learnt to read they will receive additional support when learning to spell.



Feedback and marking

We emphasise constructive feedback. For example, we praise pupils for how hard they work together to ensure that their learning is successful.

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 through self and peer marking. We discuss the outcomes with the group and individuals so that the marking is genuinely used to take forward pupils' learning.

Home Reading

We support pupils to select appropriate books to take home, depending on what support they might receive at home. Pupils who receive little help take home books that they have already read in the Read Write Inc. Phonics 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 out loud and recall details and vocabulary.

Depending on the group of the child, they take home the following:

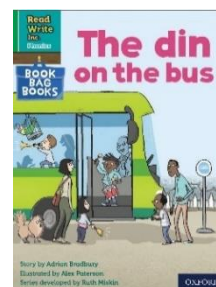
A Black and White Storybooks:

As soon as a child starts to read the Read Write Inc. Phonics Storybooks, he or she will bring home a black and white Storybook. This is a copy of the colour version he or she will have read at school. The children will have read this story three times with their reading teacher, so should be able to read the story confidently. A brief explanation of how to follow the activities are included in the books.



A Book Bag Book:

A child will also bring home a Book Bag Book. This book builds upon the ideas and many of the words in the Storybook he or she has just read. The children will need more support in reading this book. Again, explanations of how to use the activities are included in the books.



For those children not yet ready to read books:

The children will bring home a Sound Blending Book. Children read each word in sounds (Fred Talk) and then say the word. Then, he or she can turn over and check if they're right. Alternatively, children who are unable to orally blend will bring home 'letter focus' sheets.



A Free Choice Library Book:

In addition to the RWi books, children will bring home library book. They choose this themselves from the school library. We encourage parents NOT to let their child read this book alone. It may have difficult sounds and words that they have not yet been taught. **The are labelled with a: *Read with me!* sticker.**



Missing or Lost Books

As a school, we have spent a lot of money on the Read Write Inc. books. We understand that accidents do happen, and sometimes books are lost, but we need to replace each damaged or lost book. In such circumstances, please inform the School Office about the name of the book which has been lost/damaged and pay £5.00 to cover the cost of a replacement book. In the event of a lost or missing book, a text message will be sent to you and the item will be added to your Parent Pay account.

Home reading for those off the programme...

These children bring home a 'Free reader' book. These books are from our school libraries and are not organised by previous colour banding systems.

Quality of teaching and pupils' progress

The Senior Leaders and the Reading Leader 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.

Summary:

1. The Read Write Inc. 'cycle of instruction' is embedded across the curriculum – MTTT, TTYP. Pupils do not raise their hands to answer questions.
2. Close grouping in Phonics is maintained – pupils are moved on quickly.
3. The purpose of each activity is clear to both teachers and pupils.
4. Planning and marking is thorough.
5. In Phonics, pupils read books at home that closely match their word reading ability.
7. Teaching is monitored thoroughly (see Leadership and Management).



Personal development, behaviour and welfare

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 organised to teach Read Write Inc. Phonics, 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. Adults 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 programmes are intensive and cumulative, so poor attendance severely disrupts the progress of any pupils who are absent, for however short a time. Our Attendance leaders will speak with the Reading Leader about any specific pupils who may be a cause for concern.

1. All staff use the Management signals consistently in and out of lessons.
2. Partner work is modelled and practised 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.



Effectiveness of leadership and management

Shared vision

The school's shared vision is that every pupil learns to read quickly and continues to read – widely and often. The senior leaders work with all the staff to ensure that this happens. In particular, they work closely with the Reading Leader to monitor the quality of teaching and to provide coaching for staff (teachers and teaching assistants).

The role of the Reading Leader is critical. Alongside the Executive Headteacher and Deputy Head Teacher, the reading leader drives the teaching of Read Write Inc. Phonics.

The reading leader's roles include:

- Ensuring that our teaching of reading is of the highest quality and that all our pupils make progress.
- 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 coaching/observation and face-to-face feedback).
- Organising the assessment and grouping each half term.
- Altering groups from teachers alerting the Reading Leader to any pupil whose progress is faster or slower than the rest of their group.
- Give this support every day because they do not teach a group and covering any groups due to staff absences to ensure that no group loses out on the programme.

Professional development

A key element of Read Write Inc. is consistent whole-school practice, underpinned by appropriate professional development. All the teachers and teaching assistants are trained to teach reading. All staff have attended Phonics training and the trainer has returned to support us on subsequent development days. We hold at least one 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 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 don't, their children won't suffer; it is our job to teach their children to read.

We organise video recorded meetings for those who do not or cannot attend. 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 to read to themselves and to siblings at home.

We use the resources on the **parent page** on the Ruth Miskin Training website:

<http://www.ruthmiskin.com/en/parents/>



Summary:

1. All staff are trained and the school books regular Development Days.
2. The reading leader does not have a reading group.
3. The reading leader spends every Read Write Inc. lesson coaching and observing reading teachers - and keeps records.
4. The EHT/DHT observes lessons with the reading leader.
5. The reading leader organises regular workshops/presentations with parents.



Timetabling

Nursery

Following the principals throughout the year. From Summer term, formal 15 min lessons of Speed Sounds occur daily.

Reception

Autumn 1

Week 2: 10 minutes whole class, Small Groups: 10 minutes a day per group

Week 3: 5 minutes whole class, Small Groups: 15 min a day per group

Week 4+5: 5 min whole class, 15 min a day per group

Week 6+7: in progress groups: 20 min

Autumn 2

30 min teaching per group - divide class into 3 progress groups across reception

Spring & Summer

45 min full RWi lesson in progress groups across school

Key Stage One

45 min lesson per day

From Spring Term...

Year 1: Additional Afternoon Speed Sound lessons (20 min). See outline below.

Year 1 Afternoon Speed Sound Lessons:

Practice for the whole class

1. Timetable an additional whole-class Speed Sounds lesson for reading every afternoon.
2. Use the Virtual Classroom films to teach these afternoon lessons.
3. Use the analysis of the RWI Year 1 Phonics Assessment to teach to the gaps in children's sound knowledge.

Targeted extra practice

1. Organise a quiet space for small groups or individuals to watch a Virtual Classroom film.
2. Use the *What to watch when* document to select the right films with the sounds and words the child needs to practise.
3. Use 'pinny time' to review sounds throughout the day: 'speed minutes' and 'partner practice'.

What to teach

1. Teach Set 3 sounds as soon as children can read Set 2 speedily (Pink or Orange group).
2. Follow the Teaching Set 2 and 3 sounds weekly plan:
 - **Monday, Tuesday and Wednesday** - teach three new sounds.
 - **Thursday and Friday** - review these focus sounds in a Speed Sounds review lesson.



3. Review Word Time 6 and 7 words in Set 2 and Set 3 Speed Sounds lessons.

4. Teach longer words containing the sounds they know well (printable from Phonics Online on Oxford Owl).

N.B. Teach additional Speed Sounds cards (printable from Phonics Online on Oxford Owl) only when children know Set 2 and 3 sounds. These are the most unlikely graphemes to appear on the PSC.

