



# Wickersley Northfield Primary

Part of White Woods Primary Academy Trust

## Read Write Inc. Policy 2017 – 2018



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

## **The *Read Write Inc.* Phonic programme**

The programme is for:

- pupils in Foundation 2 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*. programme

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 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 Foundation 2 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 - 'tricky words' (common exception words).

We make sure that pupils read books that are closely matched to their increasing knowledge of phonics and 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 class 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 more complex words 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 at Wickersley Northfield Primary**

### **Assessing and Tracking Progress**

We assess all pupils from Foundation 2 to Year 4 on the *Read Write Inc.* Sound and Word Entry Assessment and we use this data to assign them to a *Read Write Inc.* Phonics group. 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 the children 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 Benchmarking and reading comprehension assessments, so that we can ensure that the gains our pupils are making are age-appropriate.

By the end of Key Stage 1, our pupils are able to read aloud age-appropriate texts accurately and with sufficient speed. 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.

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 10/15 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.

## Phonic Screening Check

We have high expectations of our pupils' progress. In the June 2017 phonic screening check, 71% of our pupils reached the threshold. We expect this programme to support us in exceeding this number in June 2018, due to the expectations it builds in and the systematic approach, where all children are involved in their learning.

## Impact Across the Curriculum

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

1. Slower progress pupils and those with specific SEN are taught in small homogeneous teaching groups and receive *Read Write Inc.* one-to-one tutoring where needed.

## Quality of Teaching in our 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 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 six weeks, on the Assessment Tracker. 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.

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 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 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 may 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. (See Appendix A for our RWI marking and feedback expectations)

### **Homework**

We support pupils to select the appropriate banded books to take home.

## Quality of Teaching and Pupils' Progress

The headteacher and reading leader monitor pupils' progress together until every child can read. No child is left behind to struggle.

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. Close grouping for reading 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. Pupils read books at home that closely match their word reading.
6. Teaching is monitored thoroughly (see Leadership and Management).

## Personal Development, Behaviour and Welfare in Wickersley Northfield Primary

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. (See Appendix B for management signals)

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. 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 programme is intensive and cumulative, so poor attendance severely disrupts the progress of any pupils who are absent, for however short a time. Meetings with the reading leader or headteacher and the parents of the pupils who have poor attendance and low reading ability are arranged.

1. 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.

## Leadership and Management in Wickersley Northfield Primary

### Shared Vision

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

The role of the reading leader is critical. Alongside the headteacher, the reading 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 reading 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 reading leader to any pupil whose progress is faster or slower than the rest of their group.

The reading team is made up of a team of good teachers and teaching assistants (TAs) who each teach a group of pupils at the same reading level.

## Professional Development

A key element of *Read Write Inc.* is consistent whole-school practice, underpinned by appropriate professional development. The headteacher, all the teachers and teaching assistants are trained to teach reading. All staff have attended two-day training.

## Parents and Carers

We invited parents/carers to an initial meeting 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 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.

1. All staff are trained on *Read Write Inc.* Phonics and *Get Writing!*
2. The reading leader does not have her own reading group.
3. The headteacher observes *Read Write Inc.* lessons with the reading leader and discusses the pupil progress and teacher tracker.
4. The reading leader meets with the reading team regularly - focusing on one activity.
5. The reading leader organises regular workshops with parents.

Claire Middleton - Reading leader

Reviewed:

August 2017



## Marking and Feedback

Pupils to mark, correct and edit in **blue handwriting pens**

RWI teachers to mark in **green pen**

### Spellings

Pupils to self-mark daily modelled review spellings in spelling books (and weekly spelling test (5 day plan)), using a **blue** handwriting pen. Ticks to be used for all correct phonemes. Pupils to write correct spelling next to errors.

**RWI teachers** to observe and give verbal feedback.

### Hold a Sentence

Pupils to self-mark modelled sentence in 'Get Writing Books', using a **blue** handwriting pen. Ticks to be used for all correct phonemes and punctuation. Pupils to write corrections/edit above sentence.

**RWI teachers** to observe and give verbal feedback.

### Build a Sentence (5 day plan)

Pupils to be encouraged to verbally say sentence including 'word' before writing. Pupils to be encouraged to keep re-reading sentence and check when completed.

**RWI teachers** to observe and give verbal feedback, identifying words they should have spelt correctly (already learnt), missing punctuation, missing words etc

### Edit for spelling and punctuation

Pupils to edit and add missing punctuation using **blue** handwriting pen.

**RWI teachers** to observe and give verbal feedback.

### Writing Composition

Pupils to be encouraged to keep re-reading sentences and check when completed.

**RWI teachers** to observe and give verbal feedback, identifying words they should have spelt correctly (already learnt), missing punctuation, missing words etc

Next step to be written at the end (Q, A, C - Question, Action, Challenge), to ensure improvement and progress in writing.

5 minutes to be given for pupils to read and edit sentences using next step.

### Q - Question eggs

Which words could you have used to describe John Little?

Why did you use the word '... '?

What else could you say about Margo?

**A - Action egs**

Correct the spellings I have underlined

Show me which letters should be capital letters

Practise writing the letter ' . '

Add an adjective to describe the fairy

**C - Challenge egs.**

Write another sentence to describe why Barker is a good pet

Write a list of words that you could have used instead of 'good'

RWI teachers to discuss any concerns about certain pupils progress/work with class teachers as required.

**All 'Get Write Books' to go back to class teachers on a Friday.**

Class teachers to initial pages to show they have read them and initial any extra comments made to support pupil's progress and RWI teachers.

(Work in these books, should be of the same standard as work/writing completed in class)

## Silent/Management Signals

- **Silent stop sign**  
Hold hand in the air.
- **Magnet eyes**  
Touch 1 finger each side of your eyes
- **My turn, your turn (MTYT)**  
My turn - touch your chest  
Your turn - turn hand to children
- **Talk to your partner (TYP)**
- **Perfect partner position signal**  
Run your hand down your opposite arm - signal for children to sit side-by-side
- **1, 2, 3**  
Moves children from one place to another quickly.  
Eg - from carpet to tables  
Hold up 1 finger- children stand  
2 fingers- walk and stand behind chair  
3 fingers- sit down and prepare to read