



Eldwick Primary School

Grammar, Punctuation and Spelling Policy

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Version 1

Revised 13/12/2017

Author / Owner SLT team

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1. **Context**

As many of our pupils come into school with average or above literacy skills, it is essential that all pupils across the school are appropriately challenged to make at least **good** progress in reading, writing and GPS (grammar, punctuation and spelling). The reinforcement of good practice in all these areas is a **shared** responsibility.

Pupils need to be aware that skills in spelling, punctuation and grammar – along with skills in reading, writing, speaking and listening – are key skills and are central to their learning across the curriculum. They are not simply, 'What we do in English' but are skills taught, applied and reinforced across all subject areas and key stages.

2. **Policy Statement & Aims**

This policy has been written to ensure that throughout our school the teaching of GPS is:

- Lively, purposeful, regular and focused on improving children as young readers and writers
- Taught in context so we are reading it, then using it as a writer
- Cumulative so that whole school teaching leads to deep grammatical understanding
- Purposeful - to provide a reason to learn and understand grammar
- Interactive and multi-sensory - see it, hear it, read it, try it

3. **Equal Opportunities / Cultural Diversity**

This policy is applied to all pupils regardless of: background; any SEN issues they may have; their gender, race, religion and beliefs. Communication and language is vital to all pupils and we need to open up channels for all, especially those with disabilities or whose first language is not English. All staff must have an awareness of multilingual pupils and the issues and benefits that can have for them within their own linguistic development.

4. **School Governors, Leaders And Staff Responsibilities**

The role of the governors:

- To overview the monitoring and evaluation of the teaching of spelling, punctuation and grammar and the outcomes of the KS2 and KS1 GPS test
- To attend training as necessary

The role of the Headteacher / Senior Leadership Team

- Effectively plan and manage a common approach towards spelling, grammar and punctuation
- Monitor the implementation of the policy in line with Monitoring and Evaluation schedules
- Lead, motivate and support the school's staff

The role of the Teacher

- To implement the policy within their own planning and practice
- To provide a range of opportunities for pupils
- To attend training as required
- To develop own subject knowledge

The Role of the Pupil

- To act upon advice related to spelling, grammar and punctuation
- To proofread for appropriate language, spelling, punctuation errors, omissions, and repetitions
- To self-evaluate and contribute to own individual targets

5. Specific Procedures to Implement Policy Aims

- See appendices 1-4.

6. Dissemination of the Policy

The policy is available for all stakeholders to view on the School's Website. It is included in all staff handbooks and within the centrally held policy files. Copies of the policy will be given to and discussed with all new members of staff (via teacherdrive).

7. Monitoring, Evaluation and Review

The policy will be monitored through regular reports to the governing body, discussion within staff briefings and Leadership Team meetings. Outcomes of KS2 GPS test will be evaluated by Y6 teachers, SLT and SIP and subsequent actions shared with the whole school, every 2-3 years as appropriate.

8. Document History

This policy replaces the SPAG policy and is to be read in conjunction with the Policy for Teaching and Learning and Literacy. Reviewed by P Cross, Dec 2017.

Appendix 1 - Eldwick year group grammar expectations

Appendix2 - Letters and sounds document (Booklet – copies available in school)

Appendix 3 - English appendix 1: Spelling

Appendix 4 - Grammar for writing, Glossary

Appendix 5 - Support for writing (National Strategies, Primary)

Appendix 6 - Narrative skills ladder

Appendix 7 – English appendix 2: Vocabulary, grammar and punctuation