



St Anne's School and Sixth Form College

Writing Policy

Published Summer 2013, updated September 2018

1. INTRODUCTION

This policy was written after consultation with the teaching staff and the governors responsible for curriculum development in the Spring term 2013. It was revised September 2018.

It is a working document reflecting the school ethos and practice "We all Achieve".

The policy has been written to the requirements of the national curriculum, the majority of which are within Key Stage 1 to reflect that St. Anne's is a school catering for pupils with severe learning difficulties.

Head teacher: Lesley Davis

Curriculum Co-ordinator: Hendi Longman

Basic Skills Co-ordinator: Sally Sullivan

2. FUNDAMENTAL PRINCIPLES

The underlying principle is to provide every pupil with a happy, caring, and stimulating learning environment to enable them to achieve their full potential irrespective of ability, race or gender.

Initial emphasis is given to pupils practising their fine motor skills using different mediums and tools.

We encourage the use of ICT to assist hand eye co-ordination, and to gain confidence in producing meaningful symbols/letters/words.

As a school we believe that everyone has the right to equal opportunities. Our curriculum reflects equality and diversity and is fully inclusive. All pupils have an equal opportunity to access the experiences that St Annes School has to offer.

3. ROLES AND RESPONSIBILITIES

The governing body with the head teacher will determine the school's approach to Writing.

The curriculum co-ordinator in conjunction with the head teacher and assistant heads will monitor the delivery and assessment of Writing across the school.

The teaching staff should plan and deliver effective lessons in line with the school policy on writing.

4. PRACTICE

The development of writing skills includes many strategies: Mark making, fine motor skills, tracing writing patterns, copying.

Organisation

The teaching of writing for the majority of our pupils is delivered via their Learning Profile targets appropriate to their ability.

Delivery

Writing is delivered by class teachers in English lessons and throughout the school day. Writing/fine motor skills are not taught in isolation and will be incorporated into the majority of lessons.

Writing is developed from early skills of hand eye coordination activities, left to right orientation, tracing letter shapes, copying letters and words to free style writing.

Pupils are taught through ICT to develop their keyboard skills, mouse control and use writing packages.

Planning, Recording and Assessment.

Each pupil in the school will have targets on their Learning Profile that relate to Writing.

The targets are written and evaluated each term by the class teacher.

Base line assessment is made on b squared on a pupil's entry to the school. The record is referenced to P levels or EYFS, and is updated termly.

The Annual Review gives details of pupil's progress. Each term teachers will meet to moderate work from across the whole school.

5. RESOURCES

All pupils are entitled to have a variety of motivating resources to encourage their fine motor skills/ writing skills. Resources include;

Switch access

I Pads

ICT packages

Sensory mediums e.g. roller ball paints, sand, dough.

Fine motor skills box

Adaptations for writing implements

Teodorescu writing scheme

6. DOCUMENTATION .

Speed Phonics and the Teodorescu writing scheme are used where appropriate. Teachers will record writing achievements on b squared and will continually up date their records

7. SPECIAL FACILITIES

Topic work in Key Stage 1 and 2 will incorporate writing where appropriate

8. INSET

We review how and when we will deliver in-service training to staff and to the school population.

The CPD co-ordinator advises staff on suitable courses and they will feedback to staff and evaluate the course they attended.

9. LIAISON WITH OTHER SCHOOLS

St Anne's School and Sixth Form College is part of the Hunsley Partnership of schools, and Heads meet on a regular basis to discuss ways forward e.g. Inclusion.

Liaison takes place between the Head and Curriculum co-ordinator from other partnerships.