

# Reading Policy



**Approved by:** ISP School Governing Board

**Date:** September 2021

**Last reviewed on:** September 2021

**Next review due by:** September 2022

**ISP School**  
**Reading Policy**

<b>CONTENT</b>	<b>PAGE NO.</b>
<hr/>	
<b>1. Aims .....</b>	<b>3</b>
<b>2. Statement .....</b>	<b>3</b>
<b>3. Legislation and guidance .....</b>	<b>4</b>
<b>4. School procedures .....</b>	<b>4</b>
<b>5. Strategies for promoting reading for pleasure and in the classroom .....</b>	<b>6</b>
<b>6. Roles and responsibilities .....</b>	<b>10</b>
<b>7. Monitoring arrangements .....</b>	<b>10</b>

# ISP School

## Reading Policy

### 1. Aims

Reading is arguably the most crucial literacy skill for cross-curricular success in all schools. The curriculum continues to be dominated by text, both in print and on screen, and our pupils need to be able to read effectively in order to understand, make sense of and take meaning from the wide range of texts presented to them. A significant number of pupils who enter our setting with a reading age below their chronological age, often find the reading demands of the curriculum extremely challenging. Pupils with a reading age lower than their chronological age have significant problems accessing the information they need in order to be successful learners.

Pupils who have effective reading skills can do the following:

- employ a range of strategies in order to access texts
- vary their reading styles to suit different purposes
- read fluently, accurately and with understanding
- read independently
- be critical readers and make informed and appropriate choices

### 2. Statement

At the ISP school, Teynham, we believe that all pupils deserve a rich curriculum which encourages extensive reading of whole books and other types of texts. We believe that active encouragement of reading for pleasure is a core part of every pupil's educational entitlement and promotes cultural capital, whatever their background or attainment because extensive reading and exposure to a broad range of texts contribute widely to each pupil's educational achievement. We aim to promote the concept of reading for pleasure and we ensure that we include a range of 'real books' within the Curriculum for English as well as the opportunity for sustained reading from a range of other self-chosen fiction and non-fiction texts from our school library. We believe that all staff should be 'reading role models' for pupils, encouraging them to read widely through recommendations from their own reading. Further to this, an 'Author of the Term' is selected by both staff and pupils for display in the school. We subscribe to the statement by OFSTED that: "All schools should develop policies to promote reading for enjoyment throughout the school".

### 3. Legislation and guidance

This policy meets the requirements of the <https://www.gov.uk/government/collections/education-inspection-framework> from the Department for Education (DfE).

# ISP School

## Reading Policy

The EIF states that inspectors will make a judgement on the quality of education by exploring three areas: Intent, Implementation and Impact (the 3 I's).

In the implementation section we will be assessing to what extent **'a rigorous approach to the teaching of reading develops learners' confidence and enjoyment in reading.'** We will also focus on if **'At the early stages of learning to read, reading materials are closely matched to learners' phonics knowledge.'**

### 4. School procedures

#### The role of the teacher in developing reading skills

In order to support and enhance pupils' reading skills, it is essential that teachers across the curriculum provide opportunities for learners to do the following:

- read and engage with a variety of different texts both in print and on screen
- learn how to sift and select information appropriate to the task
- follow up their interests and read texts of varying lengths
- question and challenge printed information and views
- Use reading to research and investigate.

#### Reading Activities

Pupils will have the opportunities to:

- Use reading to research the subject area
- Use the library and ICT to support subject learning
- Be as independent as possible through reading to learn
- Read for pleasure
- Read a range of non-fiction text types
- Read texts in different media e.g. CD Rom, web pages
- Read narratives of events
- To locate and retrieve information
- To select and make notes from a text
- To use a range of reading skills such as skimming, scanning, reading for meaning
- To read fiction texts which will support their learning in a subject area

#### Approaches

Teachers will aim to:

# ISP School

## Reading Policy

- Facilitate reading development through their subject
- Present reading tasks at a suitable level so that pupils can access but are also pushed and challenged
- Draw pupils' attention to structure, layout, format, print and other signposts
- Help pupils to skim, scan or read intensively according to the task
- Teach pupils to select or note only what is relevant
- Help pupils to question, challenge and recognise bias in a range of texts
- Support pupils who are at the early stages of reading through delivery of phonics and carry this ethos throughout the school so that all pupils have the potential to improve their reading skills, regardless of age
- Teach pupils to read identified subject vocabulary

### Materials

Pupils will be provided with:

- A range of materials to support the subject topic
- Texts at appropriate readability levels which cater for the range of pupils' reading needs
- Materials reflecting a balance of culture and gender
- Materials which are up-to-date and attractive
- Resources / reference materials which enable all pupils to be independent

### Progression in Reading

- Pupils move from using texts selected by teacher to finding their own texts
- Pupils identify and select own texts rather than using texts selected by the teacher
- Pupils select texts which demand higher order reading skills rather than simple reading texts which require limited reading skills
- Pupils use many relevant sources rather than using one source
- Teacher develops the reading habits of pupils to encompass new authors and challenging texts

### Organisation

Lessons will provide:

- Opportunities to facilitate the assessment of reading either formally or informally
- Activities which focus on reading and reading skills
- Opportunities to understand and use specialist vocabulary (key words)
- Homework activities which require reading

# ISP School

## Reading Policy

### 5. Strategies for supporting reading in the classroom

**Pre-read the selected text:** This is essential in enabling you to spot any problems that your pupils may have accessing the text. Is the text suitable for all your pupils? What are the issues? (Vocabulary, layout, density of text, etc.)

**Give regular reminders:** During any reading activities, remind your pupils about the reading prompts and strategies they can use to access the text.

**Create a context:** When we read any new text we use our prior knowledge from the texts we have already read and the world around us to help us to make sense of the information. By creating a context using group discussion, diagrams, charts and summaries you help to support learners with limited prior knowledge and experience of reading a wide range of texts.

**Model reading skills:** This is a crucial strategy and helps to make the skills of effective readers explicit. Modelling reading demystifies the reading process. When modelling reading, share with your pupils what you are doing and thinking as you read. Explore the key features of the text. What do you notice about the text? Is it written in a particular style? What kind of text is it? (Instructional, descriptive, evaluative, etc.) Share the reading strategies you are using. What do you do when something doesn't make sense or you meet a new word or phrase?

**Check pupils' understanding through questioning:** It is essential to check that all your pupils understand what they are reading. Try to use a range of questions to check the level of comprehension. What is the text about? What do we learn from reading the text? How can we relate the information in this text to others we have previously read?

**Never underestimate the power of talk:** Effective collaboration/talk and questioning are essential strategies to help pupils engage with texts. Give pupils opportunities to talk to each other about what they have read.

**Provide a range of reading opportunities:** In order to widen the reading repertoire, it is essential that we provide opportunities for pupils to read a variety of different texts both in print and on screen.

**Use reconstruction and analysis activities:** DARTs (Directed Activities Related to Texts) are group and individual activities that encourage pupils to read actively by engaging in reconstruction and analysis activities.

**Check the presentation of your own resources:** This is particularly important for struggling readers and pupils with dyslexia. Consider the following when presenting text:

- Use short sentences where possible.
- Do not use elaborate fonts.
- Select font size 12 or 14.
- Leave spaces between lines.
- Bulleted or numbered points are easier to interpret

# ISP School

## Reading Policy

- Use headings and sub-headings.
- Use bold font to highlight words (italics and underlining can make words run together).
- Print on pastel-coloured paper, e.g. cream.
- Avoid light text on dark backgrounds.

(Additional information on supporting pupils with dyslexia can be found on the British Dyslexia Association website: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk))

**Provide glossaries/displays:** Glossaries and displays provide useful support for unfamiliar vocabulary and key words. Try to include a visual representation alongside the selected word definition and provide a context for using the word, e.g. through elaborated word learning

### Using reading prompts

Reading prompts are strategies that Pupils learn to use in order to help them read and make sense of words that are challenging or unfamiliar. For successful readers these prompts become second nature and an integral part of their reading skills toolkit. Less successful readers need encouragement to use reading prompts whenever they read. By reinforcing the importance of the reading prompts, we can help readers to feel more confident and ultimately more independent when accessing a text.

### Reading prompts

Sounding out words (using the sounds the letters make in that word)

Finding smaller words inside longer ones (es-cape)

Using the rest of the sentence to help with a difficult word (to find the meaning)

Using other clues on the page to help them read accurately (including graphics and pictures)

Re-reading the preceding words when stuck (this might mean a word or two, or part of a paragraph)

Breaking down longer words (cha-rac-ter)

Knowing that sometimes it doesn't matter (if the unknown word does not hinder understanding, you can move on and deal with it another time)

**Remember:** By explicitly referring to the techniques you use as a successful reader and the strategies and reading prompts that your pupils need to use in order to access a text, you are modelling and reinforcing reading skills.

# ISP School

## Reading Policy

### Reading Skills

<b>Predicting</b>	You can make informed guesses about a text by predicting: What the text is going to be about? What will happen next?
<b>Skimming</b>	You can read quickly through a text in order to get a gist of what the text is about
<b>Scanning</b>	You can search a text for a specific word, phrase or number.
<b>Close reading</b>	When you pay close attention to the words, phrases and sentences you can build up your understanding of the meaning of a text.
<b>Questioning</b>	You can ask questions about a text to clarify your ideas.
<b>Empathising</b>	By putting yourself in someone else's shoes you can begin to empathise and feel what they feel.
<b>Visualising</b>	Building a picture in your mind can help you to gain a better understanding of the text.
<b>Inferring</b>	By reading 'between the lines' you can find meanings that are not initially obvious.

### DARTs (Directed Activities Related to Text)

DARTs activities are individual and group tasks that encourage pupils to actively engage with texts. The effectiveness of DARTs activities depends on how carefully the activity is matched to the learning needs of the reader(s) and the desired learning outcome of the reading task.

# ISP School

## Reading Policy

### **DARTs activities include:**

**Text completion:** Pupils add missing words, phrases and sentences that have been deleted from the text to reconstruct the meaning of the text. Pupils could also be asked to improve the vocabulary, style, etc. of the text.

**Sequencing and grouping:** Pupils arrange scrambled segments of text into a logical sequence or group segments of text related to a given category or theme.

**Diagram completion:** Pupils add labels to diagrams in order to reconstruct the meaning.

**Prediction:** Pupils predict the next step or event in the text using the information they have been given.

**Text marking:** Pupils locate and underline parts of a text representing a certain meaning or piece of information.

**Table construction:** Pupils decide on column and row headings most appropriate for the information provided.

### **Other useful reading activities include:**

**Give the answers:** Pupils have to predict the questions asked.

**Matching information:** Pupils are given a range of cards containing information. Pupils then have to categorise the information selecting their own headings.

**Information gap:** Pupils are given a range of information, but not everything that they need in order to make sense of the text. Groups of pupils have to work together to build up the whole text.

**Summative statements:** Pupils are given a range of summative statements and have to decide which statement matches the text.

**Summary:** Pupils are asked to summarise a text. This could be a textual summary or one presented through the use of images, drama, etc.

**Pupil-generated questions:** Pupils compile a list of questions they would like answered before reading a text or questions to test other pupils' understanding post reading.

**Text transformation:** Pupils are asked to change the way the text is presented. This could include a change of layout, first to third person, genre, etc. 7

# ISP School

## Reading Policy

### Strategies for supporting reading for pleasure

**Library, letterbox and mini libraries in classrooms:** This provides pupils the opportunity to choose from a wide variety of texts that are both age and ability appropriate to meet individual need. Letterbox provides opportunities for children to explore multicultural and diversity.

**Kindles:** Use of ICT is promoted for reluctant readers and enables children to change font size and background colour to ensure readers with additional needs such as dyslexia are able to access reading for pleasure too.

**DEAR Time:** All staff members and pupils are encouraged to 'drop everything and read' in all subject areas. Pupils are offered a number of opportunities to promote reading such as World Book Day, National Writing Day, author's birthdays such as Shakespeare Day and Roald Dahl Day...

**Magazine subscriptions:** These are chosen by the pupils enabling these to be tailored to children's interests.

### 6. Roles and Responsibilities

All staff have responsibility for promoting the love of learning and the passion for reading that is a lifelong learning skill.

Teachers will have responsibility to promote literacy including subject specific vocabulary.

### 7. Monitoring and tracking

The Leadership Team will scrutinise attainment, progress and opportunities in line management with teaching staff.

Teachers will monitor reading progress through termly summative assessment and through the use of reading platforms such as Accelerated reader and Star reader assessment tool.

Pupils will be progressed through the Accelerated reader programme and comprehension assessment post text helps track understanding of what is read as well as reading ability.

# ISP School

## Reading Policy

Issue Number	Date issued / Reviewed
1	08/09/2021