

# Early Years Literacy Policy

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## **Rationale:**

To provide a structure in English to cater for the individual needs of students to enable each student to progress to their fullest potential.

## **Broad Guidelines:**

- The Early Years Program will operate in classes Prep to Four.
- The program will take place between 9.00am – 11.00am with minimal interruption.
- Each student will have the opportunity to participate in a small group for Guided Reading at least once a day. The texts will be matched to students' instructional reading levels, using running records.
- Students will participate in a range of activities to develop Literacy skills. The activities will be selected based on the students' needs.
- Independent Writing will take place with a small group focus to address learning needs.
- Early Years will be supported by a Reading Recovery/Additional Assistance Program for Grade 1 students.
- Parents will be trained in the Early Years Helpers' Program to enhance their assistance in the classroom.

## **Implementation:**

All Prep to Year Four students with instructional reading levels between 1 and 30 will be assessed at least twice a term using Running Records. The school's assessment schedule will be followed accordingly. English Online assessment will be conducted in February and November for Preps and in November for Years 1 – 4 children.

## **Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in May 2010