



MAGDALENE CATHOLIC HIGH SCHOOL

"Because I have seen the Lord"

Literacy and Numeracy Policy

Rationale

Literacy is the ongoing process of student understanding and communication through written, spoken, reading and aural systems. It is aimed at ensuring that our students have the greatest opportunity to develop as the whole person recognising the basic dignity of all people. Numeracy is a subset of literacy, with specific needs, concerns and approaches.

The Literacy and Numeracy Policy is aimed at fulfilling the requirements of both government and CEO guidelines as well as providing a clear and coordinated response to the needs of the community. Literacy entails both broad and specific goals and these goals should be addressed as appropriate in accordance with student needs.

Guidelines

In order to assist students to become independent and self-directed learners the following guidelines should apply:

1. Literacy and Numeracy involves a whole school approach and must be accepted as the responsibility of all faculties and teaching staff.
2. A variety of teaching techniques and tasks should be employed to cater for the different learning styles of students.
3. Teachers should ensure that activities and materials are appropriate to the level of language and numeracy development and learning outcomes of their students.
4. Teachers should encourage collaborative group work to enhance peer tutoring and modelling.
5. Instructions should be clearly articulated and accompanied by a written explanation and scaffolding where appropriate
6. Students incorporate subject specific terminology and literacy / numeracy examples to enhance their learning experiences and provide a greater depth of knowledge.
7. Students should be encouraged to take responsibility for the development of their own calculation, spelling, punctuation and proof reading skills.

8. Students should be directed to use appropriate language and teachers should correct inappropriate or poor use of language (oral and written) at any time of the day. Teacher should also be role models for the correct use of language.
9. Testing and other data (especially NAPLAN) will be used to assist in the identification of students with poor literacy / numeracy skills. These results will be used to provide learning opportunities to foster the development of necessary skills in literacy and numeracy.
10. The school will provide the means for quality data analysis of literacy and numeracy needs. This will be used to inform planning, professional development and targeted intervention.
11. The school will provide PD opportunities to staff to enhance the skills of teachers in the area of Literacy and Numeracy.

Basis of Discretion

The Principal reserves the right at all times to review current practices and recommend changes that are appropriate and in the best interests of the school or individual students.

Supporting Documents

Wollongong CEO Literacy and Numeracy Policy 2011.
Commonwealth Government National Literacy Goal.
NAPLAN results

Evaluation

This policy will be reviewed in 2015.