



*St. Saviour's Church, Coalpit Heath.*

## **The Manor C of E Primary School**

### **Policy: Writing**

**Author:** Miss R Flowers

**Date:** 21.01.2008

**Approved:** \_\_\_\_\_ Headteacher

\_\_\_\_\_ Chair of Governors

## **1. Rationale**

In the literate society in which we live, it is essential for one to be able to communicate effectively in the written word. The teaching and learning of writing should be stimulating, rewarding and enjoyable.

## **2. Purposes**

- 2.1 To enable children to write for everyday life.
- 2.2 To enable children to organise and communicate their ideas in written form, for a variety of purposes.
- 2.3 To encourage all children as writers.
- 2.4 To encourage the idea of writing as a pleasurable and enjoyable activity.

## **3. Guidelines**

- 3.1 Children have frequent opportunities to write, using a variety of forms. These include stories, plays, poems, descriptions, observations, letter writing, diaries, journals, reports, note taking, lists, explanations, instructions and persuasive writing.
- 3.2 Children are given opportunities to write for different purposes and audiences. Audiences may include their teacher, their family, their peers and themselves.
- 3.3 Classrooms are organised to encourage a good writing atmosphere. This is developed by displaying positive examples of writing and through access to dictionaries, thesaurus, word banks and spell checkers.
- 3.4 Children are given opportunities to write in response to a variety of stimuli. These include responses to stories, poems, classroom activities and personal experience. This is taught through English directly and through other topics. There are regular opportunities for modelled and shared writing, as a class.
- 3.5 Opportunities are given for writing idiomatic as well as Standard English, by encouraging children to be aware of the purpose and audience intended for their writing.
- 3.6 Children are given opportunities to explore different kinds of writing from varied cultures and genres.
- 3.7 Children are encouraged to plan, draft, proof read, revise and edit, in order to organise and structure their ideas, and to improve their work.
- 3.8 Children are taught how to present their work in a variety of ways.
- 3.9 Grammar and punctuation are essential elements of writing and are taught mainly using the Renewed Literacy Framework strands, Developing Early Writing, and Grammar for Writing. It is also taught as part of the editing process.
- 3.10 Children are encouraged to develop and experiment with their choices of vocabulary, by activities which involve discussion of language use, brainstorming/mind mapping, word choices, access to word banks, dictionaries and thesaurus and by linking

the teaching of writing with that of reading and using examples from texts to stimulate children's ideas.

- 3.11** There are 3 Writing Focus weeks a year for the whole school.
- 3.12** The marking of writing provides encouragement and stimulates self-assessment. Children's writing is assessed and levelled by the teacher in term 1, 3, and 5 to record significant progress and to highlight areas for development. A formal assessment for year 5 and 6 takes place in the Summer Term using the optional SAT and SAT test.
- 3.13** Children who have Special Educational Needs in writing are encouraged to achieve to the best of their abilities and given support as necessary. In some cases, writing activities may be scribed by an adult or recorded.
- 3.14** Pupils are given opportunities to develop their writing through I.C.T. They use I.C.T. to draft, revise, edit and publish their work.