Our vision is that all pupils at Littlegreen Academy will grow to be confident adults who communicate well, so that they can live healthy, happy, and successful lives.

READING AND WRITING POLICY

Scope:	Academy Policy
Author:	Head of School
Name of Responsible Officer:	Executive Headteacher
Approving Committee:	Trust Board
Statutory Basis:	Statutory Policy
Requirement to publish on website:	Yes – Trust and all Academies
Reviewed:	February 2026
Date ratified by approving committee:	13th May 2026
Review Period:	Annually
Review date:	February 2027

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company

Contents

Introduction 3
Vision 3
Reading 3
Access to books 4
Daily 5 4
Communication and Language 5
Parental Involvement 5
Review Framework 5

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company

Introduction

Words underpin all learning and allows us to communicate effectively and express ourselves to those around us. The teaching and learning of communication skills, reading and writing will allow our pupils to enter the world with the skills they require to lead confident and happy lives. Pupils at Littlegreen Academy will be provided with opportunities and encouragement to develop their reading and writing skills in a variety of situations and for a range of purposes.

Vision

To promote functional reading and writing skills for all pupils to ensure participation, engagement and inclusion in learning and life. This will look different for each pupil, but all pupils will be developing the skills needed for successful futures.

Reading
To develop a culture that promotes reading for learning and pleasure across the school.

Writing
To develop the essential skills needed to have something to say, be able to put ideas into written form and self assess to ensure that it communicates a clear purpose and audience.

Reading

We believe that every pupil has the right to learn to read and our aim is for them to develop a love of reading too. We promote reading through:

- creative use of high-quality texts and a range of engaging activities.
- being reading role models in the way that they discuss and promote books as well as modelling reading for pleasure.
- careful selections both in the texts we choose to use in the teaching of English and in those that we read aloud to pupils.
- being read aloud to daily for fifteen minutes as well as being listened to and supported in independent writing. This not only allows pupils to encounter more demanding texts in a safe environment but also aids their vocabulary growth.
- pupil's phonic knowledge being systemically developed in a fun, multi-sensory approach through discrete daily phonics and reading sessions in Lower School that follow the "Twinkl" programme.
- identifying the pupils in KS3 and KS4 who need additional support with their phonic knowledge and understanding and ensuring they continue to learn to read.
- being taught to decode the written word whilst building an understanding of comprehension alongside this, including dedicated guided reading sessions.
- access to a wide range of books as we believe children become motivated readers through being exposed to a rich range of authors and illustrators.

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company

Access to books

Littlegreen has a main library with a wide range of books and a smaller library for pupils choose books linked to their reading age. Before pupils can start reading independently, they need to be equipped with the right books to suit their needs and classrooms have mini libraries and book corners to support pupils 'choosing' a book.

Hamilton is used to teach reading and writing across the school. The resources are grouped in blocks, each one focussed on a particular text or group of related texts. All texts are selected for their high quality writing and their ability to engage and inspire.

Writing

In developing our pupils as writers we believe that these are the key components and will in turn give them a voice, support them to communicate and provide them with a skill that is vital for all of their continued learning. We promote writing through:

- showing the role reading plays in developing writers and the value of being immersed in quality literature.
- ensuring pupils have experience of a breadth of texts including those that are visual and digital.
- providing a range of meaningful opportunities to write for real purposes and audiences and to respond to writing as a reader.
- understanding and modelling the processes of writing authentically.
- supporting pupils to identify as writers and develop their own authentic voice.
- giving pupil time, space and support to develop their own writing ideas.
- using creative teaching approaches that build imagination and give time for oral rehearsal.
- ensuring the teaching of phonics, grammar and spelling is embedded in context.
- a strong focus on teaching transcription and sentence structure.
- celebrating writing through authentic publication and presentation across platforms

Daily 5

Read to Self - 3 ways to read a book – pictures, words, retelling.

Read to Someone - to share a book is key for improving fluency and understanding

Listen to Reading – pupils have the opportunity to listen to someone read to them daily.

Word Work - focuses on spelling and vocabulary – playing with words.

Work on Writing - time to practice and the freedom to explore different writing skills.

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company

Communication and Language

Opportunities to develop and support pupils' oracy skills are embedded not only in the English curriculum but also across the wider curriculum and through Pupils EHCP's at Littlegreen Academy. Every pupil has a reading and writing target linked to their stage, age or SEMH needs on their EHCP.

Teachers are resourceful in their planning of topics and look to include learning activities that involve speaking and listening wherever possible such as discussions, debates, performances and presentations.
Pupils practise speaking for a variety of purposes and audiences and are taught discretely through the 'Talkabout' programme about adapting their intonation, tone, volume and actions and social communication skills are practiced through our Character and Culture curriculum.

Parental Involvement

Parents, carers and families are encouraged to be actively involved in the development of our pupils reading and writing skills. They can do this in many ways including:

- sharing books and stories with their child regularly at home.
- reading, telling, listening to, and talking about stories to their children at home,
- learning conversations between home and school - reading doesn't have to be a book –

Review Framework

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance)

Company Registration No:08374351, Solent Academies Trust is a Charity and a Limited Company