

# English Martyrs' Catholic School



## Curriculum, Teaching and Learning Policy

*English Martyrs', as a community centred in Christ, strives to  
develop the talents of each person.  
"May they all be one."*

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# Curriculum Intention

English Martyrs', as a community centred on Christ,  
strives to develop the talents of each person.  
May they all be one (John: 17).

As part of the Saint Thomas Aquinas Catholic Multi-Academy Trust, we seek to have a truly catholic curriculum which develops every aspect of each young person's life for the better.

## What is our curriculum?

The curriculum of English Martyrs' Catholic School is the total learning experience provided to our students within and beyond the classroom. Our curriculum is a seven-year journey, carefully planned to create a rich experience that is coherent across all areas of school life. It includes formal and informal learning experiences, co-curricular opportunities, social and religious experiences in the context of the ethos and learning environment of the school.

Our curriculum is broad, balanced and allows for wide-ranging options and specialism in Key Stages 4 and 5, meeting the needs of all learners. This **breadth of opportunity** aligns closely with our Catholic school vision. We believe passionately in the academic value brought by students studying four subjects in Year 12 and EPQ. We believe this supports excellent academic outcomes, rather than by merely focusing on narrow examination content. We nurture excellence by focusing on the individual.

Our **student-centred** curriculum seeks to meet the needs of our diverse community. This is about knowing, valuing, and supporting our students as unique learners. For example, this is reflected in the support programme for students' options choices at KS4 and KS5.

**Academic rigour** is central to our curriculum. Students are challenged by a curriculum that expects them to go deeper and beyond the National Curriculum. Subjects we offer are rigorous academic disciplines providing powerful knowledge and cultural capital for all students regardless of background.

Our curriculum seeks to place 'learning to learn' at the heart of our curriculum (such as, 'Let's Think in English'), with strong emphasis on ensuring all have mastered the basic building blocks of numeracy and literacy to enhance progress in other subjects through our Accelerate Programme. Alongside staff subject expertise, we are fortunate to have outstanding facilities that support and enhance student learning across the curriculum.

Co-curricular activities are integral to a **holistic education**. After school, English Martyrs' buzzes with activity, allowing students to be creative, perform, play sport and be active. Arts and Music underpin the performing arts specialism of the school. We also provide extensive development pathways through aesthetic, creative, social, linguistic and literary, mathematical, sporting, scientific, spiritual and technological activities, as well as trips and residential experiences.

Leadership and individual development opportunities are offered throughout the school as we seek to support our students to develop into compassionate, resilient and responsible young people. Our Senior Student Leadership Team act as role models for younger students

and we are proud of the spirit of collaboration and care which characterise our school community.

The **impact** of our curriculum is clear to see. Our students achieve high outcomes in terms of academic qualifications, that see them go on to high-level University courses. Of equal importance is that our students embody the skills and qualities set out in our school vision, resulting in the happy, curious, resilient and well-rounded individuals who are the hallmark of our school.

### **Who are our learners?**

Our academic curriculum is based on the delivery of the National Curriculum and is designed to meet all our learners' needs. Our curriculum considers the comprehensive nature of our cohort in terms of their abilities and prior learning experiences, including due regard for priority focus groups, such as HPA, PP and SEND students as appropriate.

We are a school which draws students from over 35 primary schools in a typical year and which serves nine different parishes. Our cohort includes students of the Catholic faith, of many Christian denominations, world faiths and no faith. Our community is racially very diverse, with around 58% of students coming from a BAME background, many of whom are themselves recent immigrants to Leicester. This context is reflected in our curriculum and in our Racial Diversity Policy.

Accordingly, students bring a huge variety of religious and sociological understandings and experiences of our world and society. This variety of experience is reflected in our curriculum which takes account of the school's specific context, including the variety of economic backgrounds of our students. Through our curriculum we seek to serve the particular needs of each child as well as to promote Core (British) values and a strong community committed to the common good of all.

### **What is the philosophy underlying our curriculum?**

Our curriculum is founded on our Catholic understanding of the uniqueness of each human person created in the image and likeness of God, called into relationship with God for eternity to a 'future full of hope.' (Jeremiah 29, 11)

It is informed by a belief that our intellectual development leads us to an appreciation of the divine. Catholic teaching recognises that knowledge is an intrinsic good, but is completed only with the real illumination of relationship with God (Philippians 4, 8):

'Whatever is true, whatever is honourable, whatever is just,  
whatever is pure, whatever is pleasing, whatever is commendable, if  
there is any excellence and if there is anything worthy of praise,  
think about these things.'

As St Thomas Aquinas taught, all aspects of human knowledge proceed from and lead to God and we recognise that all aspects of the curriculum in our school are interconnected and are of equal value.

We also acknowledge that the curriculum embraces all learning and new learning, respecting different viewpoints and opinions and the personal right of freedom of conscience. "A creative God-centred curriculum in dialogue with the wisdom of both past and present should maintain the truth of the Christian Gospel without becoming isolationist or introspective." Hans Urs von Balthazar, 1988.

Our curriculum affirms the Church's teaching that parents are the first educators of their children. We seek to work in partnership with parents and parishes to provide education for our children in a prayerful environment of love, safety and security.

### **What are the key features of our curriculum?**

- Our curriculum is broad, balanced and coherently planned and sequenced;
- It promotes high-quality teaching and learning tailored to the **needs of all students** who are supported to achieve their full potential, irrespective of their starting points;
- It is a rich, progressive, knowledge and skills base which seeks to draw on evidence-based pedagogy and a broad range of resources;
- It promotes a positive and aspirational attitude towards learning, equipping students with the knowledge and cultural capital they need to succeed in life;
- It prepares students for the opportunities, responsibilities and experiences of adult life and the world of work;
- It supports students' spiritual, moral, social and cultural development;
- It supports students' physical development and responsibility for their own health, enabling them to be active;
- It enables students to develop views and opinions and become emotionally resilient, providing students with access to guidance and counselling and other means of supporting emotional health and development;
- It develops rich cultural awareness whilst promoting diversity and encouraging social cohesion;
- It ensures equality of opportunity for all set out in the Equalities Act (2010), with high expectations for every student and appropriate levels of challenge and support;
- Our curriculum is part of the curriculum offer to students from 4 to 18 in partnership with our feeder schools of Saint Thomas Aquinas Multi-Academy Trust. Religious education and Christian catechesis are at the core of our curriculum.

### **Our curriculum offer**

An appropriately challenging Key Stage 3 curriculum enables coverage of the National Curriculum content within 2 years. This allows for an extensive range of options at KS4 which reflects and meets the needs of our diverse school population. In Year 9, students undertake in-depth study, building firm foundations for GCSE study:

### Key Stage 3

English Language	Art	Geography
Mathematics	Dance	History
Science	Drama	ICT
Religious Education	Food	Music
Physical Education	French	Product Design
		Textiles

### Key Stage 4

GCSE Core Subjects	GCSE	BTEC	Other Qualifications
English Language	Art	Dance	Employability
English Literature	Business	ICT	
Mathematics	Computer Science	Media	
Biology	Design & Technology		
Chemistry	Drama		
Physics	Food Preparation & Nutrition		
Religious Education	French		
	Geography		
	History		
	Music		
	Physical Education		
	Textiles		

### Key Stage 5

AS / A Level		BTEC	Foundations
Biology	History	Applied Science	Extended Project Qualification (EPQ)
Business	Mathematics	ICT	Core Religious Education
Chemistry	Music	Media	
Drama & Theatre Arts	Photography	Sport Studies	
English Literature	Physics		
Fine Art	Politics		
Film Studies	Psychology		
French	Religious Education		
Geography	Sociology		

# Teaching and Learning

We are committed to a dynamic, research-led approach to developing our teaching and learning which is reviewed and refined through the appraisal processes and CPD.

We pursue excellence in teaching by empowering our teachers and support staff with the very best research-based approaches for outstanding pedagogy. We enable subject teams to develop specialised approaches and to question and drive their own curriculum so that they have a clear understanding of subject-specific learning goals and needs and ensure that all statutory requirements are implemented and exam specifications fully covered.

Students should develop independent, enquiring minds and an enjoyment of learning, developing their whole selves, and finding an appreciation of God's creation and revelation. This is central to the School's Mission. We acknowledge that the quality of teaching and learning in a school will have a direct impact on a person's achievement and self-esteem, and should enable students to recognise and take up opportunities to see, find and develop their God-given gifts and talents. A student's learning at English Martyrs' should allow them to find 'their true vocation in life' (as stated in the school prayer). Teaching and learning is a central function of the school, within the formally taught curriculum and wider learning outside of the classroom.

Effective teaching and learning and sharing of best practice raises levels of achievement through a stimulating learning environment where talents are nurtured and the students can achieve personal best standards.

## How is the curriculum delivered?

The acquisition of knowledge through a well-planned, carefully structured and sequenced curriculum enables students to build an interconnecting schema.

Self-regulated learning enables our students to be active learners who are self-motivated and aware of their own learning. Students assess tasks, evaluate strengths and weaknesses, plan their approach, apply strategies and reflect, following 'a metacognition cycle' (Ambrose, Bridges, DiPietro, Lovett and Norman, 2010). Our staff CPD programme seeks to develop self-regulated learning as a core theme of our curricula and teaching and learning.

## Strategies in the classroom

To fulfil our commitment to **breadth of opportunity**, **academic rigour**, a **student-centred** curriculum and **holistic** education, teachers at English Martyrs' employ a range of research-led teaching and learning strategies. For example:

- All lessons start with a **retrieval** task to review previous learning. This ensures that knowledge and skills are retained in students' short- and long-term memory.
- To ensure clarity of instruction and high pace, teachers call attention to shifts in activities during a lesson so that students perceive milestones and time limits for tasks clearly, employing Lemov's '**brightening lines**'.
- Taking account of manageable cognitive load, **new learning is broken down** and transmitted using techniques such as **dual coding**.

- There is a visualiser in every classroom Teachers **model worked examples** using visualisers to narrate the decisions and choices they make and develop students' ability to self-regulate their learning.
- Questioning is targeted and frequent, both low-order (e.g. simple knowledge recall) and high-order (analysis / evaluation / synthesis of learning) and is used to **check understanding**. Questioning techniques include **targeted, cold-calling, 'peppering'** and **call-and-response** to meet the needs of all students.
- Effective **circulation** enables teachers to check understanding and give live feedback.
- Informed by Ebbinghaus' forgetting curve, learning is structured to maximise short- and long-term memory retention. Teachers use **spaced learning** and regularly check prior knowledge through **low-stakes testing**.

## Co-curricular Programme

This curriculum is enhanced by a vibrant, wide-ranging co-curricular programme which provides a broad curriculum offer and supports student wellbeing. This includes the following regular activities as well as an extensive range of trips and visits. Our extensive programme of co-curricular opportunities includes, for example:

### Enrichment

Art Club  
 Aspire Clubs  
 Biology, Chemistry and Physics Olympiads  
 Brilliant Club  
 Chess Club  
 Creative Writing Club  
 Debating Society  
 Design Club  
 Henrietta Lacks Society  
 High Flyer Programme  
 Magic, Mentalism & Memory Club  
 Maths Challenges  
 Science Club  
 Study Club

### Performing Arts

Brass Ensemble  
 Dance Club  
 Drama Club  
 Guitar Ensemble  
 Jazz Band  
 Junior Choir  
 Orchestra  
 Schola Cantorum  
 School Musical Rehearsal  
 Senior Choir  
 Steel Pans Group  
 Woodwind Ensemble

### **Sport & Outdoor Activities**

Athletics (mixed)  
Badminton (mixed)  
Basketball (mixed)  
Cricket (mixed)  
Duke of Edinburgh Award: Bronze, Silver & Gold  
Football (boys' and girls')  
Indoor Cricket (mixed)  
Netball (mixed)  
Rounders (mixed)  
Running Club (mixed)  
Short Tennis (mixed)  
Table Tennis (mixed)  
Trampolining (mixed)  
Volleyball (mixed)  
Golf (mixed)

Several residential retreats take place during the year, run by the Chaplaincy Team. Charity activities are organized by all students through the course of the year. In addition, special International Days and Themed weeks, such as Numeracy Week, feature in the annual calendar of events.

Students are encouraged to take on leadership opportunities throughout the school, for example as members of the School Council or Senior School Leadership Team, as Form Captains and as Aspire Champions.

Due importance is given to creating an uplifting and nurturing physical environment with emphasis on ecology and care for the environment.

We are committed to partnership working and school-to-school collaboration to develop and maintain excellence in our teaching both within our multi-academy trust and wider networks.

### **Summary**

Our primary mission is that learning should inspire, offering each individual an opportunity to have a deep encounter with truth, beauty and goodness. Curriculum is more than what goes on in lessons, and is experiential, supported by our extensive extra-curricular programme. Students should be able to wonder, to experiment and to take risks, in order that they should develop the deep learning and skills needed to understand and apply their education to undertake a fulfilled life.

The intentions of our curriculum are encapsulated in the school prayer:

Lord Jesus Christ

Make me a better person

Considerate towards others, honest with myself, faithful to you.

Help me to find my true vocation in life, so to find happiness myself  
and bring happiness to others. Amen.



## **Legislation and guidance**

This policy reflects the requirements for academies to provide a broad and balanced curriculum as per the Academies Act 2010, and the National Curriculum programmes of study which we have chosen to follow.

It also reflects requirements for inclusion and equality as set out in the [Special Educational Needs and Disability Code of Practice 2014](#) and [Equality Act 2010](#), and refers to curriculum-related expectations of governing boards set out in the Department for Education's [Governance Handbook](#).

## Appendix I

### Assessment

#### Rationale

At English Martyrs' Catholic School, we believe in the principle of recognizing and valuing the achievement of all students through effective and worthwhile assessment, both formative and summative.

#### Purpose

- To ensure that assessment is an integral part of the learning process.
- To involve students in self- and peer-assessment.
- To use **assessment to develop dialogue** through which teachers help students develop the skills they need to reflect positively on their learning so that they are able to build on their strengths and work purposefully on the areas for further development.
- To use assessment **diagnostically** to determine the knowledge and skills students already possess and help identify particular strengths and weaknesses to give appropriate guidance and support.
- To use assessment **formatively** to inform planning of the next steps of a student's education and to show the student how to make progress.
- To use assessment **summatively** to indicate the progress and attainment of an individual.
- To use assessment to show the success of their learning.
- To recognize and celebrate the whole range of students' achievements and experiences so that the process can help to nurture self-esteem and is positive and motivating.
- To use assessment positively to recognize and celebrate progress.
- Assessment will take place in a variety of ways, varying from informal teacher observation to short tests (including peer-to-peer and self-answer tests) and examinations under full examination conditions.

## **Assessment Objectives**

In all types of assessment, we seek to enable each student to:

- recognise their strengths and identify areas for development
- reflect on and assess their own performance and progress in relation to their expected grades
- make informed decisions on how to improve their work and grade
- experience formal examination conditions.
- become effective learners and more confident people.

## **Assessment Types and Schedule**

Assessment includes:

- Targeted questioning during lessons by teachers
- Regular homework and knowledge tests / quizzes
- Low stakes tests at regular intervals throughout the year
- Online homework platforms such as Sparx and Educake
- Retrieval practice in lesson starters.
- Fully assessed tasks e.g. extended writing / examination questions
- Assessments A-C and associated academic and tutor reports (see calendar)
- Class tests / Exam weeks during the year (see calendar)

## **Accessibility**

The school is committed to making assessment available to all students regardless of starting points and will make all reasonable steps to make formal assessments and public examinations open to all - for example, by ensuring that examination access arrangements and concessions are in place as appropriate for SEND students.

## **Marking & Feedback Policy**

### **Key Principles:**

1. To ensure for fair workload for staff
2. To work more efficiently
3. A set number of written feedback given based on hours taught per fortnight
4. Spelling should be corrected when books/folders are checked and in marked work
5. Use of Book Checks to check books/folders
6. Assessments should be calendared in, with workload considered for teaching staff across different years
7. Standard approach to feedback – WWW/EBI
8. Consistency across departments for tasks set for marking and the marking that is completed
9. To provide students with effective feedback to help improve their learning
10. To involve students and parents in their learning

### **Written Feedback:**

Written feedback needs to be provided to students in subjects, depending on the number of hours over the fortnight.

This is calculated by: **number of pieces of marked work = number of hours in the fortnight x 2**

1 hour = 2 pieces	2 hours = 4 pieces	3 hours = 6 pieces	4 hours = 8 pieces	5 hours = 10 pieces
6 hours = 12 pieces	7 hours = 14 pieces	8 hours = 16 pieces	9 hours = 18 pieces	10 hours = 20 pieces

Note: This includes mock examinations for Years 10-13. This can also include homework tasks.

This work needs to be marked by the teacher and feedback needs to be written by the teacher. There should be opportunities for students to respond to feedback and time to go through the marked work using whole class feedback.

Marked work should include strengths using What Went Well (WWW) and areas of improvement using Even Better If (EBI) / target.

Spelling mistakes should be identified in marked work by putting "Sp" next to it. This should be selective, especially for weaker students, with a focus on subject specific key words. For weaker students, writing the correction is useful.

Marking should be returned to students within two weeks of the work being completed.

### **Book / Folder Checks:**

There will be 6 book/folder checks during an academic year. Book and folder checks will be on individual stickers, each will be in a different colour and placed at the point where the books have been checked.

There will be a 3 week period where book checks will take place across the school and a deadline by which these should have been completed written on the sticker. Stickers will be given out for these times.

Book checks are designed to be done in lesson time, with students. This could be done whilst students are doing a task. This does not have to be done all in the same lesson and could be spread out. This should alleviate the need to take books home.

The book check will include space for a teacher comment and students to write themselves a target.

Spelling mistakes should also be identified when book checks are completed.

### **Calendar:**

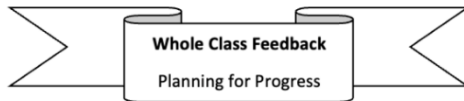
Each department should have a calendar of scheduled marked pieces of work, for each year group. Heads of Departments should try, where possible, to spread out the marking across year groups.

### **Feedback Types:**

There are different types of feedback that can be used in addition to these marked pieces of work. Work and homework that is completed, should receive feedback.

Examples include:

- Verbal feedback
- Live marking in lessons
- Delayed marking, response by students and assessment of learning
- Peer marking and feedback
- Whole class feedback – the format below could be used to prompt feedback or annotating a mark scheme following an assessment with key areas of weakness, common misconceptions and strengths.



Class Information
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Next steps in learning		Misconceptions / Errors
Spelling errors	Support needed	Good examples

## **Appendix 2**

### **Homework**

#### **Rationale**

Homework is defined as the work that students complete outside lessons (including digital learning).

Regular homework has a positive influence on learning and achievement and plays an integral part in the academic development of each student. Homework supports and extends learning. It should be meaningful and consolidate, reinforce and extend the skills, knowledge and understanding developed in the classroom.

#### **Purpose**

Homework must have a clear purpose and should meet the needs of all learners.

- Homework helps the student develop personalised learning and thinking skills, especially those needed in independent learning.
- It consolidates, reinforces and extends students' knowledge and understanding developed in the classroom and enables long-term 'deep' learning to take place.
- It then prepares students to meet the requirements of public examinations and coursework.
- It helps the student form good study habits, which will help them achieve their full potential.
- It helps develop a home-school partnership to improve learning and enables parents/carers to share in their child's learning and to be involved and informed about the work being done.
- It helps the student develop study skills, which promote lifelong learning.
- It contributes to a learning for life curriculum and workplace skills by enabling students to manage their time and commitments.

#### **The Types of Homework**

Tasks should be varied and challenging to meet the learning needs of all students.

Types of homework may include:

- reiteration and retrieval practice
- Online platforms such as Sparx Maths and Educake for English, Science & Geography
- Research for a project or assignment
- Exam questions and practice papers
- preparation for an activity (flipped learning),
- project work (including KS3 homework projects),
- music practice for those taking individual instrument / voice lessons

## **Roles and Responsibilities of the School, Student and Parents**

Parents offer vital support by finding a suitable space in which their children can work, checking planners for deadlines, checking that homework is being set and ensuring that it is being completed. Parents should communicate with school if they are concerned about homework.

Homework is not optional, and sanctions will be imposed according to the Student Behaviour Policy of the school for failure to complete homework. Staff should also recognise good homework by using the rewards system in school, address issues of failure to do homework and ensure parents are informed if homework has not been completed on a regular basis. Students are responsible for the completion and submission of homework. Parents are responsible for ensuring representation at parents' information and consultation meetings. Parents have an important role in discussing progress updates and reports with their child and agreeing appropriate targets with them.

## Appendix 3

### Higher Prior Attainers

*This appendix may be read in conjunction with the full HPA Strategy document.*

#### Aims

- To identify more able students by prior attainment and ensure that their targets are appropriately challenging.
- To promote and raise the attainment, motivation and aspirations of HPA students, with particular focus on disadvantaged students.
- To promote a culture of high expectations for all students and teachers, and ensure that work is appropriately challenging and differentiated.
- To maintain a challenging and stimulating learning environment which supports HPA students, actively encourages questioning and challenge, creativity and higher-order thinking skills.
- To develop a coordinated and coherent programme of learning opportunities, underpinned by a balance of challenge and support. This includes providing students with activities outside the formal curriculum which will develop their thinking and creativity.
- To recognise and meet the social and emotional needs of our HPA students through pastoral support, mentoring, high-quality careers provision and links with Higher Education institutions.

#### Provision

Systematic challenge will be evident in:

- **Schemes of work, lessons, resources and assessments.** Schemes of work will include details of provision, including:
  - tasks which demand higher-order cognitive skills to challenge learners
  - access to advanced resources and materials that support the level of challenge
  - more complex, creative and open-ended tasks
  - modelling of high-level answers and outstanding work linked to grading criteria so that students can see what is required to progress to that level.
  - in-class and out-of-class challenge tasks / additional reading / research projects.
- **Co-curricular provision** (e.g. school clubs, trips and teacher-recommended external provision).
- **Leadership education** – positions of responsibility / competitions which enhance independence, creative, strategic and critical thinking.
- **Extension and enrichment opportunities** - the study of National Curriculum subjects is augmented and complemented by a range of extension and enrichment opportunities:



- after school enrichment clubs, performing arts and sports and outdoor activities (see p. 6)
- focused visits to artistic events, exhibitions, performances and sporting opportunities
- an extensive programme of music tuition, choirs and ensembles, concerts and performances
- regional and national competitions (e.g. essay writing)
- workshops and master-classes offered by external agencies and institutions
- school visits
- revision classes
- study skills sessions
- individual tutor programme

## • HPA Opportunities

Year	HPA Opportunities
7	<b>Aspire Club</b> Regular subject-themed workshops and reading, research and debate focused on The Week Junior (online access for HPA students)
	<b>Enrichment</b> e.g. <a href="#">UPU International Letter-Writing Competition</a>
8	<b>Aspire Club</b> Regular subject-themed workshops and reading, research and debate focused on The Week Junior (online access for HPA students)
	<b>Enrichment</b> e.g. <a href="#">UPU International Letter-Writing Competition</a>
9	<b><a href="#">Brilliant Club</a></b>
	<b>High Flyer Programme</b> - in-house version of the Brilliant Club led by HPA Lead and Y12-13 'Aspire Champions'. - projects on Arts, Design, Sciences , including Dragons' Den-style presentations and submission of academic essays
	<b>Enrichment</b> e.g. <a href="#">UK Parliament Workshops</a>
10	<b>High Flyer Programme</b> - in-house version of the Brilliant Club led by HPA Lead and Yr 12/13 'Aspire Champions'. - projects on Arts, Design, Sciences , including Dragons' Den-style presentations and submission of academic essays
	<b>Enrichment</b> e.g. <a href="#">UK Parliament Workshops</a>
11	<b>HPA Champion Masterclasses &amp; Mentoring</b> Staff HPA Champions provide HPA masterclasses and individual mentoring
	Post-16 seminars tailored to HPAs as part of Spotlight on Sixth Form event.
12 & 13	<b>'Early Entry' UCAS support</b> and Higher Education seminars to support HPA students.
	Specialist EPQ alumni mentors to challenge HPA.
	<b>Pre-University Programme</b> MOOCs linked to students' H. Ed. plans and life skills sessions <b>Enrichment</b> e.g. <a href="#">UK Parliament Workshops</a>

## **Appendix 4**

### **Work-related Learning and Enterprise Education**

#### **Rationale**

At English Martyrs' Catholic School we aim for work-related learning and enterprise education to assist our students to learn through a variety of situations related to the world of work.

The programme will be in line with statutory requirements enabling all our students to prepare adequately and with confidence for the opportunities, responsibilities and experiences of adult life.

#### **Purpose**

We aim to enable every student at English Martyrs' to learn through work, about work and for work and to be able to practice enterprising skills and behaviour that will equip them appropriately for life's inevitable pace of change and uncertainty in the workplace, family, home life and further study.

- We will develop quality links with business, local community, other learning providers and with our partner support agencies.
- We will equip students with the key skills, attitudes and qualities necessary to make a successful progression to adult working life.
- We will ensure that benefits and experiences gained from enterprise and work-related learning are valued, assessed, and reported where possible.
- Learn through work by having opportunities to learn from direct experiences of work such as work experience, community-based projects, extra-curricular activities and through voluntary work.
- Learn about work by having opportunities to develop knowledge and understanding of work and enterprise, through enterprise activities, curriculum-based approaches and real-life contexts in the classroom, through careers education, tutorial programmes and the selection of vocational courses, such as BTEC Level 2 courses.
- Learn for work by developing skills for enterprise and employability through the use of problem-solving activities, project work and work simulations.
- Develop enterprise capability, supported by financial literacy and economic/business understanding, through the use of activities and experiences that utilize the four stages enterprise process (identifying a problem, planning a project to solve it, implementing the plan and reflecting upon how well it went).
- Have the opportunity to learn about work through specially organised and structured opportunities and also through timetabled classed in BTEC subjects, and vocational courses.

## **Appendix 5**

### **School Day Visits, Residential Activities and Retreats**

English Martyrs' Catholic School actively encourages out-of-school trips and residential activities. It does so in the belief that such activities will offer real educational benefits to our students, by promoting personal and social development; providing active, experiential learning situations; improving academic understanding and performance; fostering an awareness of and a concern for the environment and the local community; providing opportunities to take part in a variety of outdoor pursuits and stimulating a wider range of leisure interests, both now and in the future.

At all stages of a school trip or residential activity, from inception to its conclusion, safety factors will be given paramount consideration.

## **Appendix 6**

### **Marking for Literacy**

#### **Correcting Spelling Errors**

- Spelling errors should be indicated in the margin with an 'Sp' code (when appropriate) and the word underlined.
- Generally, the teacher will allow time, either in a lesson or as part of homework, for students to review and correct underlined spelling errors themselves.

However, it is recognised that in subjects where students are learning to write in a foreign language, it may be more appropriate for teachers to correct spelling errors.

- It is recognised that it may not always be appropriate for every spelling error in a piece of writing to be corrected. Corrections may be limited to subject-specific key words and words it is felt students 'ought' to know. Whole-class spelling feedback is an effective way to address common errors.
- Teaching staff should remain sensitively aware when correcting the work of students with a Specific Learning Disability, in line with the guidelines in their IEPs.
- Departments should devise their own spelling correction strategies.

#### **Correcting Grammar and Punctuation**

- Punctuation and grammatical errors should be indicated in the margin with a 'p' or 'g' code (when appropriate) and the phrase underlined.
- It is recognised that it may not always be appropriate for every punctuation or grammatical error in a piece of writing to be corrected.
- Teaching staff should remain sensitively aware when correcting the work of students with a Specific Learning Disability, in line with the guidelines in their IEPs.

- Departments should devise their own follow-up strategies for improving punctuation and grammar. An example might be to include a literacy comment and/or objective when marking pieces of work.

It is recognised that where students are learning a foreign language, punctuation and grammar correction will necessarily be more detailed than in other subjects, and that language teachers will need to use a wider range of codes and marking for literacy strategies.

### Marking Code

Margin	In the text	Meaning of code
√	√*	Good point or expression (either in margin or text)
√√	√√	Very good point or expression (either in margin or text)
Para	//	Paragraphing error
Sp	<u>beleive</u>	Spelling error (word underlined)
p/g	<u>I should of</u>	Punctuation or grammar error (phrase underlined)
^	R^bbit	Word or letter missing
?	<u>The rabbit this that then</u>	Unclear meaning / clumsy expression

\*N.B. Using the tick symbol to denote pleasing literacy does not exclude its use as a way of showing a correct factual answer.

Subject-specific marking for literacy codes may be used alongside the above, or necessary adjustments to the above code can be made, e.g. for pieces of work where there is no margin.

## **Appendix 7**

### **Reading, Writing, Speaking and Listening Strategies**

#### **Reading**

Students will have opportunities to:

- Develop research skills using print, media and multi-modal texts
- Develop ability to skim and scan texts, highlighting important information
- Develop comprehension skills
- Develop confidence in handling a variety of texts

Teachers will aim to:

- Specifically highlight reading strategies to support students, e.g. skimming, scanning, re-reading to check meaning, predicting, empathising
- Highlight structure, layout, format and other “signposts” in texts typical of their subject
- Support students in developing effective highlighting and note making skills
- Support students in developing their ability to interrogate texts to access literal and implicit meanings
- Support students in recognising and challenging bias

#### **Writing**

Students will have opportunities to:

- Write in a variety of forms for different purposes and audiences
- Plan, draft and discuss their writing
- Review different texts, developing their understanding of key features of a range of text types

Teachers will aim to:

- Offer students a range of appropriate models for writing and highlight the key features and criteria for success for each one
- Provide support for effective planning
- Model writing (e.g. the first paragraph) so students are able to see “how it’s done”
- Use shared and guided writing where appropriate
- Offer opportunities to complete extended pieces of writing
- Use talk to develop ideas for writing
- Support students with spelling strategies
- Develop effective proof reading strategies

#### **Speaking and Listening**

Students will have opportunities to:

- Use talk for a range of purposes and audiences and in formal and informal contexts
- Use talk to develop, extend and present ideas
- Use talk to hypothesise and test theories
- Use talk to solve problems and work collaboratively
- Listen for specific purposes

Teachers will aim to:

- Provide opportunities to present ideas in a range of formal and informal contexts
- Use questioning techniques (e.g. no hands up, paired talk, use of Blooms Taxonomy to formulate questions, thinking time, open questions) to extend thinking and generate new questions
- Use a variety of grouping strategies (e.g. pairs, triads, jigsaw grouping, envoys)
- Support helpful talk behaviours (e.g. building, challenging, questioning, summarising)
- Give students the opportunity to take on various roles within a group (e.g. scribe, chair)
- Model effective listening
- Provide a clear focus for listening

## Appendix 8

### Literacy priorities

- Raising awareness of whole-school literacy initiative.
- Questioning techniques.
- Students' knowledge and application of key word/ subject specific vocabulary and key words in questions.
- Promoting whole-school reading

### Projects targeted on small groups

- Improving boys' reading.
- Improving reading comprehension for Year 8 students who are more than 2 years behind.
- Developing the knowledge and application of specific meanings of key words in Science questions.

### Presentation of text in lessons and displays

This common framework for presentation of work is designed to provide unity of custom and practice across the school; to help those with Special Educational Needs to scaffold their work and thus to provide stability and confidence. These guidelines are also particularly helpful to dyslexic learners, and EAL learners.

#### Date

The date should be written in full on **left-hand** side: e.g.  
Tuesday 9 April 2022. There should be a title.

#### Learning Objectives

There should be a section on the **right-hand** side of the board which has the label 'Learning Objective' or 'LO' and the objectives should be put beneath the label and below that the label 'Homework' and the homework should be written here. This will mean that they are in the same place for every class. Only objectives for the current lesson should be displayed.

#### Key words

Key words: if possible they should have an **explanation** and an **image** with the key word. Key words could be attached to the board as they are being used.

#### Font

'Comic Sans' may be used for displays/keywords because it is user-friendly for people with dyslexia. Cursive handwriting is easier to read than print. Avoid the use of block capitals.

## **Displays**

Words used in displays may be printed in 'Comic Sans' in a mixture of upper and lower case, never fully in capitals.

## **Colours**

Colours: red is not easy to read and should be used only to highlight. Be careful using green and red on the board at the same time.

Abbreviations should not be used as they have different meanings in different subjects.

## **Guidelines for use with PowerPoint and Interactive Whiteboards**

- Use the 6 x 6 rule (no more than 6 words per line and 6 lines of text per slide).
- Allow plenty of room around borders and illustrations.
- Title text should stay at or above 20.
- Avoid more than two lines of text in your title.
- Avoid punctuation in bulleted lists.
- Slide colours and backgrounds – high contrast is needed.

## **Student Guidelines:- Presentation of Work**

- You should always have your name, form, subject and subject teacher's name written clearly on the front of your book.
- Write the title of your work in the centre at the top of the page.
- Write the date in full – for example, Thursday 25<sup>th</sup> June 2022, this should be written on the left side of the board and the top left of the page in books.
- Written work should be completed in black pen.
- When underlining titles, please use a ruler.
- Errors should be crossed out with a single horizontal line. Tippex should not be used.
- Use sharpened pencils for colouring.
- Sentences and names should begin with a Capital Letter.
- Graffiti is not permitted.



## Appendix 6

### English as an Additional Language (EAL) Policy

#### Introduction

All students need to feel safe, accepted and valued in order to learn. For students who are learning English as an additional language, this includes recognising and valuing their home language and background. In keeping with our school's Mission Statement, 'May they all be one', all students are regarded as being of equal worth and each of them deserving of the school's best efforts.

The government's definition of an EAL learner is:

*'A child with English as an additional language is one who was exposed to a language other than English during their early years and continues to be exposed to this language in the home or in the community.'*

#### Aims

English Martyrs' Catholic School is committed to the needs of all students who are learning English as an additional language. This policy will enable us to provide a consistent approach in working with EAL learners.

As a school, we will work together to:

- Promote equality of opportunity for all EAL learners
- Ensure access to the curriculum through high quality teaching
- Help students to speak, understand, read and write English
- Support the continued use of the students' home languages
- Assess and monitor learning which informs teaching
- Be proactive in removing barriers that stand in the way of our EAL learners fulfilling their potential
- Make sure EAL learners are not inappropriately labelled or grouped as SEN or low ability
- Acknowledge individual strengths and celebrate cultural identities
- Provide an environment which celebrates diversity and supports English language learning
- Work with parents of EAL learners and ensure language is not a barrier to effective partnership

Although many students acquire the ability to communicate on a day-to-day basis in English quite quickly, the level of language needed for academic study is much deeper and more detailed, and can require continuing support for up to ten years.

- There are three main EAL groups, which include:

- Beginner Learners - Students who are in their first two years of learning English
  - Intermediate Learners- Students who have been learning English for between two and five years.
  - Advanced Learners - Students who have had most or all of their school education in the UK. Advanced learners are not necessarily high achievers.
- Language develops best when used in purposeful contexts across the curriculum.
  - The language demands of learning tasks need to be identified and included in planning.
  - Teaching and support staff play a crucial role in modelling uses of language.
  - Knowledge and skills developed in learning the first language aid the acquisition of additional language.
  - A clear distinction should be made between English as an additional language (EAL) and Special Educational Needs and Disabilities (SEND).

## **Assessment**

All EAL students are entitled to assessments as required. This includes an initial assessment within the first two to three weeks of arrival in school and continued ongoing assessment. Progress in the acquisition of English will be regularly assessed and monitored.

Initial assessment will be undertaken by the EAL coordinator or TA and all staff will be informed of assessment outcomes.

## **Planning, Monitoring and Evaluation**

- Planning for EAL students incorporates curriculum objectives, which take into account whether the child is a beginner, intermediate or advanced EAL learner.
- Staff regularly observe, assess and record information about students' developing use of language.
- When planning the curriculum, staff take into account the linguistic, cultural and religious backgrounds of learners.

## **Teaching Strategies**

Classroom activities have clear learning objectives and use appropriate strategies to support EAL learners to participate in lessons and access the mainstream curriculum. Key language features of each curriculum area, e.g. key vocabulary, language functions and forms of text are identified.

## **Parental / Community Involvement**

Staff strive to encourage parental and community involvement by:

- Providing a welcoming induction process for newly arrived students and their families / carers.
- Using plain English and translators and interpreters, where appropriate and available, to ensure good spoken and written communications.
- Identifying linguistic, cultural and religious backgrounds of students and their families.
- Recognising and encouraging the use of first language.
- Helping parents understand how they can support their children at home.

### **Roles and Responsibilities**

Collective responsibility is held by all staff to identify and remove barriers that stand in the way of our EAL students' achievement and inclusion. The EAL coordinator oversees the development and day-to-day organisations of EAL provision. In addition, the EAL staff will:

- Understand what constitutes excellent EAL provision and provide advice on EAL teaching
- Maintain the EAL register and carry out an annual audit of EAL across the school to share with all staff
- Keep abreast of education guidance and EAL issues
- Assess all new arrivals with EAL
- Maximise opportunities for staff CPD
- Promote a school environment that celebrates diversity
- Promote positive relationships with EAL parents
- Liaise with and support the school leadership team on matters relating to EAL

The policy will be monitored by the EAL coordinator and reviewed annually.

## **Appendix 6**

### **Dyslexia**

This is an appendix to the school's Teaching and Learning Policy and should be read in conjunction with the following school policies:

Inclusion Policy

Literacy Across the Curriculum Policy

#### **Definition of Dyslexia:**

'Dyslexia is a specific learning difficulty which is neurobiological in origin and persists across the lifespan of the individual. It is characterised by difficulties with phonological processing, rapid naming, working memory, processing speed and automatic development of skills that are unexpected in relation to an individual's other cognitive abilities. These processing difficulties can undermine the acquisition of literacy and numeracy skills as well as musical notation and have an effect on verbal communication, organisation and adaptation to change.

Their impact can be mitigated by correct teaching, development of coping strategies and the use of information technology.

#### **Aim of the Policy:**

The policy describes English Martyrs' School's commitment to meeting the needs of students with Dyslexia in line with the current SEN Code of Practice.

The Code states that these children may require all or some of the following:

- Flexible teaching arrangements
- Help with memory, reasoning skills and processing language
- Help with acquiring literacy skills
- Help with organising and coordinating spoken and written English to aid cognition
- Help with problem solving and developing concepts.
- Programmes to improve fine or gross motor competencies.

#### **Identification and Assessment of Dyslexia:**

All teaching and TA staff receive training on possible indicators for dyslexia, using the IDP checklist. Concerns are passed to either the SENDCO using a standard SEN initial concern form.

All students in the school are assessed annually using the Vernon Spelling test and the NFER reading comprehension test. In addition, the NFER word recognition test is used to assess the reading age of students about whom we have concerns.

The Dyslexia Screener is used for initial screening and the Dyslexia Portfolio is administered where the screener has indicated the need for further investigation.

The British Picture Vocabulary Scale test is used to assess receptive vocabulary.

If parents raise a concern this is passed to the SENDCO and the same procedures are followed.

**Provision:**

Guidelines for teaching students with dyslexia are in the staff handbook and the IEP booklet. Students with dyslexia are included on the SEND register. Information on the needs of students with dyslexia will be distributed to all relevant staff. Information on students with dyslexia will be given to other educational establishments as required (for example, Colleges of Further and Higher Education, Universities etc.).

**Working with Parents:**

The school recognises that it is desirable to work closely with parents of dyslexic students to ensure that their needs are met. Parents will be invited to review meetings at least twice a year to discuss the needs and progress of their child. Parents, along with their children, will be encouraged to be involved with setting targets for their children and in review meetings. The school will inform parents of issues to do with dyslexia.

**Working with students:**

The student will be involved in the planning and review of their personal targets and support. They will be given the opportunity to discuss their concerns with a member of the Special Needs team.

