



Skegby Junior Academy

Teaching and Learning Policy

REVIEW PROCESS	
FIRST WRITTEN	September 2017
REVIEWED	July 2019
NEXT REVIEW	July 2020

VISION

We strive to provide an inspiring education, in a happy, safe and secure environment where all children can achieve their full potential, in order to succeed in our ever changing world.

Smart Values

S – Successful People

M – Motivated

A – Active and Healthy

R – Ready to Learn

T – Teamwork

The 5 Rs

Relationships

Resourcefulness

Resilience

Risk taking

Reflection

Aims of this policy:

- To guide and support teachers and classroom colleagues in ensuring the best possible standards of teaching and learning
- To promote consistency in the quality of teaching
- To ensure that all pupils have access to the same high quality of teaching and learning
- To ensure that all pupils make good or better progress

Good Quality Teaching and Learning

Good quality teaching and learning at Skegby Junior Academy is characterised by:

- High aspiration for all children so that their achievement and enjoyment is maximised
- High staff morale, motivation and teamwork where staff support each other in striving for the best
- Sound teacher subject knowledge
- Effective planning matched to children's needs and interests, which promotes the development of core skills (English, Communication, Maths, Computing) in all subjects
- A range of teaching strategies and resources that interest, encourage, engage and challenge pupils
- Children's involvement in their learning, including the use of effective feedback and marking
- The provision of learning experiences outside the classroom
- Strategies that promote high standards of behaviour and engagement
- The effective use of the significant contribution of learning support assistants
- Engagement with parents including the provision of homework

Daily Dash (8.45-9.00 each morning)

- Good quality learning takes place from the moment children enter the classroom, an early morning activity, known as the Daily Dash will be set up including: Maths/problem solving, English/SPAG/reading/writing etc.
- Each child will have a separate book in which to complete these tasks or they may be completed in English, maths or topic books.
- These tasks will often be used to inform assessments.
- Daily Dash should always be an independent write if there are no other opportunities for independent writing that day.

At Skegby Junior Academy we effectively apply the following:

Consistent use of:

- Clear Learning Objectives/Challenges
- Differentiated Success Criteria
- Quality questioning
- Teacher Modelling
- Support through 'Working Walls' – including a key topic question, dedicated walls for Maths and English
- Use of 'Pupil Talk'

Good quality learning is characterised by:

- Observable pupil progress
- Pupil engagement and motivation and their ability to focus and persevere with challenging tasks
- Pupils ability to work collaboratively and independently

The development of key skills/Blooms Taxonomy:

- Knowing
- Understanding
- Applying
- Analysing
- Creating
- Evaluating

A good lesson at Skegby Junior Academy has the following features:

- The teacher is the first into the classroom at the start of the lesson
- Children are given clear guidance and support about what is expected of them
- The lesson is well planned so children are working at the appropriate level of challenge
- The teacher is well prepared with the appropriate resources
- The lesson has a clear learning objective and differentiated success criteria
- Connections with previous learning are made by the teacher and pupils
- The learning objective is communicated clearly at the start of the lesson and displayed throughout
- The success criteria are differentiated to the need of the children and are made clear
- The teacher has high expectations and fosters an ethos of self-belief
- Split and staggered inputs are used when appropriate
- Skilled questioning, using Blooms Taxonomy, promotes thinking and assesses learning
- All parts of the lessons are characterised by opportunities for visual, auditory and kinaesthetic learning
- Children are given a range of opportunities for demonstrating knowledge, skills and understanding throughout the lesson and in the plenary

- When answering questions or solving problems, time is given for rehearsal and reflection and strategies such as “talk partners” are used
- Children make good progress and achieve well for their level of ability
- The lesson ends with a review of the learning objective
- The lesson ends with a plenary which celebrates success, addresses misconceptions and links to the next lesson
- The teacher strives for pupil interest, involvement and enjoyment – motivation.
- Positive reinforcement and praise are a feature of the learning experience
- The teacher works with a different focus group daily to accelerate learning
- The lesson is well paced
- Learning is chunked to provide for different concentration, retention and developmental levels of the children
- Mini-plenaries celebrate/show case learning and move learning on
- Appropriate forms of assessment are an integral part of the learning process
- Interactive learning walls are regularly referred to, in order to guide and support learning
- The teacher ensures that the learning environment is ready for the next lesson and that transitions between lessons are smooth
- The classroom is tidy and well organised
- Children’s previous work is marked and children are able to respond to the marking

Use of additional support – including TA’s and LM’s

- Additional support is focused on pupil progress during the lesson, this may involve TA’s/LM’s working with groups during teacher input. This will be in class if possible or a quiet area close to the classroom.
- Targeted support of reading, writing and maths can take place during the lesson, with additional support during afternoon sessions and assemblies.
- Progress and attainment of these pupils is tracked, to be discussed at Pupil Progress Meetings

Planning

“If you fail to plan, you plan to fail”

The Curriculum – Please also refer the Academy’s Curriculum Statement

- Across the Academy our teaching delivers Curriculum 2014, with a thematic approach.
- Pupil’s Social, Emotional and Health development, British Values and Social, Moral, Spiritual and Cultural development are central to our provision of teaching and learning. This is delivered both through PSHE and across all subjects. This is also addressed during assemblies.
- The curriculum is enriched by the use of experiences for children including visits, visitors to school and a programme of extra-curricular activities. As well as making the most of our local environment each year group plans a trip each term linked to their topic.
- The curriculum is further enhanced by the Academy’s outdoor classroom and the commitment to outdoor learning. Each class has a Forest School lesson each week and the planning is underpinned by the SMART Values and the 5 Rs.

Achieving the best quality planning

- We strive for outstanding planning, that is well pitched, accurately differentiated and engaging for all pupils. Yearly overviews which show balance and progression are continually evolving. All planning formats (including the yearly and medium term planning grids) can be found in the planning folder on the j drive.
- Teachers plan in phases to ensure curriculum coverage over a two year planning cycle.

Differentiated Groups

- Across the Academy differentiated groups are organised into colours, which provides consistency for children and staff which supports both monitoring and planning.

GDS/High Ability	Red
High Ability	Orange
Middle Ability	Yellow
Low Ability	Green
Low Ability/Special Need	Blue

Learning Objectives (Challenges) and Success Criteria

- Each lesson needs a clear learning objective and a set of differentiated success criteria which outline to the children the *steps to success* in achieving the learning objective and making progress within the lesson.

Reflection

- Children are taught to reflect upon their learning and behaviour; this sometimes takes place orally or it can be recorded.
- Reflection bubbles. Children are given a bubble, sometimes with a reflection question in it or sometimes blank. They can then record their reflection.
- Editing partners. Children will work with their partner to reflect and improve their written work.

Marking and Feedback –Please refer to the Academy’s Marking and Feedback Policy

Outstanding marking at Skegby Junior Academy is characterised by:

- Completion on the day of teaching and at the latest before the child next sees the book. Children feel their work is valued and misconceptions can be addressed straight away.
- Neat legible handwriting
- Children feeling involved in their learning and next steps, through self and peer assessment.
- Marking against the learning objective (challenge) and success criteria - using positive comments linked to the LO/SC and a Target which addresses an error, a misconception or a next step.
- It is noted when a child has worked in a guided/supported group (G).
- Time during the day for children to respond to comments and reflect e.g. at the beginning of the next lesson. This should be done by pupils in purple pen.
- Teacher marking completed in green to stand out from children’s work.
- Children have targets at the front of their maths and English books to show how to further improve their work (ARE grids).

Presentation of Books

At Skegby Junior Academy we aim for the highest quality presentation in everything we do.

- We foster a sense of pride in our environment and work.
- At the start of the year teachers explain the expectation of presentation to children
- Teachers model high standards of presentation in marking, display/learning environment and when using white boards.
- Work is completed in the following books: English, Maths, Science, Topic, Handwriting, Writing Folder, Guided Reading, Daily Dash/Ideas.

- The same high quality of work is expected in ALL books, including cross-curricular subjects.
- Children's books are labelled electronically with the subjects, their name, their class and their year.
- Each piece of work is dated and headed by the learning objective.
- Worksheets should be avoided if possible and children encouraged to present their work neatly. However, small pieces of paper stuck into books are stuck in straight, for example photographs, planning prompts etc. No folded sheets should be stuck into books as this can affect the quality of writing.
- Children write with a pencil or handwriting pen – if they have earned their pen licence.
- Children may use rubbers to erase individual words or mistakes but not whole sections of work. Children may also use a single ruled line to cross out work.
- Rulers are used to underline and draw straight lines, including number lines.
- In maths children are to use one square for one digit which is modelled by the teacher. Pupils set out their working out in columns, unless more space is needed (e.g. shape)

Assessment

Assessment for Learning

- A range of strategies must be used to ensure effective AFL including, talk partners, use of mini-whiteboards, differentiated questioning, guided group work, time for reflection and review self and peer assessment, marking.
- If, by the end of the lesson, it is clear the child has not met the learning objective then additional teaching/ intervention to address misconception can be put in before the end of the day or planning can be adapted for the next day.
- No work may be left incomplete due to poor behaviour. Any child not putting in 100% effort should be asked to complete and/or re-do a task in their time. (Staff are responsible for supervising any child who needs to stay in at break etc).

Making Assessment Judgements

- All independent writing is assessed in all books. Pupils will complete at least 3 pieces of writing each half term, which may be self/peer drafted, in a variety of genres.
- Reading is assessed during Guided Reading sessions, against the KPI's.
- Maths is assessed through problem solving and reasoning activities, investigations and daily independent work against KPI's.
- Spelling and Grammar is assessed using KPI, along with weekly spelling tests.
- Pixl tests are also used at the relevant points of the year to further inform assessment judgements.
- When assessing against Age Related Standards, it is important that pupils have a broad evidence base against Key Performance Indicators.

Moderation

- Moderation activities are planned into the annual staff meeting timetable. A programme of moderation with other academies within the Trust is planned for.

Standardisation – Portfolio of Age Related Work

- Standardisation files have been compiled by subject leaders in English and Maths to support in making accurate assessments. Moderation notes are also recorded. This practice will be further developed in 2019-20, alongside moderation meetings.

Half Termly Pupil Progress Meetings

- PPMs are integral to assessing and monitoring learning and progress in school. They are a professional dialogue between SLT and teachers about the progress, needs and provision of individual pupils and groups. PPMs will take place during Staff Meetings with senior staff/teachers.
- Individual pupils and/or groups are identified for additional support, including those identified during target setting to reach ARE.

Learning Environment

- High Standards in the organisation of the learning environment will support our pupils in achieving excellence.
- Children learn well in uncluttered, well-organised and organisationally flexible learning environments.
- The learning environment should challenge, celebrate and facilitate learning, encouraging independence.

Each classroom should have a:

Reading Working Wall

- There will be a permanent reading working wall displayed in each classroom.
- Reading working walls need to include:
 - KS2 Reading Domains (KS1 for children working at that level) – with questions/tasks linked to current text
 - Text you are studying this week (Differentiated)
 - Novel you are reading
 - Vocabulary to define
 - Think Aloud Cloud
 - Book recommendations from pupils in your class
 - Examples of pupils' work – photocopied from Big Read Books
- Common exception words should also be displayed

Reading Area

- Containing a selection of books that are sorted by genre and labelled.
- The reading corner/area should be comfortable and inspiring.

Writing Displays x 3

- There will be a permanent writing working wall displayed in each classroom. The working wall will build up over a unit of work. This will reflect, and support learning in the context of the current unit of study, including the learning objective, the shared text, keywords, modelled expectations (e.g. a re-drafted letter on flip chart)
- GPS Display – This will be a permanent display containing non-negotiables. The English lead will provide each class with a pack to display (please refer to separate English policy).
- There will also be a display of children's writing, inside every classroom, showing a piece of independent writing for every child. Every child's writing target must be displayed on an arrow with their work. Teachers need to identify good examples of learning objectives and success criteria being met, write the appropriate comment on a pink tick and display next to the writing. **This display must be changed half termly.**

Mathematics Display

- There will be a permanent working wall in every classroom.
- This needs to include the non-negotiables from the maths policy (please refer to separate maths policy).
- This should reflect and support learning in the current unit of study and include resources the children need to support their learning.
- This should include children's independent work and illustrate success in achieving the learning objective and success criteria.
- The *Calculation Journey* needs to be clearly displayed and it must show which stage each child is working at.

SEN/LA Working Walls

- Classrooms need to reflect the ability of all children therefore working walls must show differentiation.
- There should be small working walls/support boards, for reading, writing and maths, in the area in which SEN/LA children work.

Creative Space in Lower School/Study Area in Upper School,

- This should be linked to the topic/work in class.
- English and maths skills should be included in the activities.
- It should be an opportunity for children to practise and reinforce previously taught skills.
- Children's work should be celebrated on the displays.
- Working Walls should support all learners.

Positive Behaviour Display

- This should be a small permanent display. The display should be created by the children and teacher at the start of the year and used for reference throughout the year.
- It should display agreed classroom rules. These should be worded positively, and where possible linked to good 'learning behaviour'
- It should contain copy of the Academy's SMART values, Golden Rules and 5Rs.
- The traffic light behaviour chart should be displayed, clearly showing red, amber and green, along with gold and black. This should be easily accessible for the children.
- The Golden Time chart should also be clearly displayed where children can access it easily.
- This area should also celebrate success within the class.

Topic/Science Displays

- This will be a permanent display/s backed in colour of teacher choice to match theme being taught.
- The display will build up as the topic/theme progresses.
- The display needs to inspire/hook the children and celebrate their success.
- Where possible, topic displays should contain artefacts and books matched to the theme for pupils to handle and explore and promote curiosity.
- Topic/science displays need to include;
 - Evidence of the *Wow Factor*.
 - The knowledge bank – A3 sheet for on-going vocabulary and meanings.
 - Open ended questions that have been generated by the children, showing what they want to find out/learn about.
 - A collection of children's work, vocabulary and photos.

Blooms

- Blooms should be on permanent display, in an area where it can be referred to during lessons.
- This needs to include examples of Blooms questions.
- The curriculum lead will provide each class with a pack.

British Values

- Every class needs to display the British Values.
- This area needs to have a red, white and blue theme.

Small information board

- Contain information about timetables, grouping, routines etc. It should be displayed in a place that is accessible to children and other members of staff
- Clear written fire procedures
- Visual timetable
- Care plans/children's notes

Display in each classroom and in shared areas should:

- have a clear title – printed in colour to compliment the display and cut out neatly
- always be accompanied by the objective for learning and questions
- be interactive, contributed to by the children, and changed frequently
- where display space is short – larger boards should be split in half
- reflect independent work in each classroom
- create a 'language-rich environment'
- include finished work that is the best that an individual can achieve and it should be largely free from errors.
- reflect a range of purposes and audiences
- sometimes be led by pupil interest
- always reflect the diversity of our school community as well as the wider world (SMSC and British Values in evidence around the school – charity work, themes, Student Council)
- provide a wide range of sensory experiences and support pupils who will have a varied range of learning styles.
- work should be carefully mounted to compliment the work being displayed
- staff need to be aware of children with particular SEN and choose appropriate colours and shades. Care should be taken when matching colours together.
- Displays may be hung from the ceiling but they must not cause a distraction.

Classroom Doors

- Each classroom door needs to display the novel the class are reading. The cover needs to be photocopied onto the agreed sheet and laminated.
- The laminated attendance sheet needs to be displayed on each classroom door and updated every morning.
- Weekly spellings will be displayed on the back of the door, on an A3 sheet.
- The word of the week will also be displayed on the back of the classroom door.

Whole School Handwriting Display

- Each class will have a space on the whole school handwriting display and display one child's piece of writing after every published writing lesson.
- Teachers must choose a piece of writing that is neat and well presented and demonstrates the Academy's handwriting policy.
- This should be photocopied and displayed along with the child's name and photograph.

Class Notice Boards

- Each year group will share a notice board outside their classrooms.
- Notice boards need to show class attendance and punctuality, newsletters, homework and menus plus all other relevant information.
- Notice boards are maintained by the Admin Assistant.

Classroom Organisation

- Books and resources should be well organised, clearly labelled, using ICT, and accessible to children.
- Pupils should be able to access resources independently from labelled and accessible central classroom storage or from the centre of their table.
- Books and resources needed in lessons should be ready on the tables to avoid wasting time and ensure good pace within a lesson.
- All areas should be kept tidy and free from rubbish, piles of paper, random pieces of equipment, confiscated toys etc. Surfaces should only ever be covered with labelled resources or 3D display.

Resources

- A variety of resources are available throughout school and should promote independent learning and be in good condition.
- Class teachers are responsible for classroom resources and subject co-ordinators are responsible for subject specific resources.

Computing

- All classes have large screens.
- Laptops and Ipads are available to support all learning. Every morning, each class has a number of devices to use within lessons. There is a weekly timetable for the use of devices in the afternoons.
- Apple TVs are also used to support learning.

Parental Involvement and Homework

Parental involvement is an important priority for us in accelerating the progress of pupils and creating a happy environment where children want to come to school and learn.

For the classroom teacher this means:

- Parents Evenings are held in October and March. Annual school reports to parents are issued in July.
- If parents do not sign up to attend a parents consultation then the office staff will phone the parent or send an additional letter home to encourage them to attend.
- Communicating the positives, especially when a child has behaviour needs.
- Involving and guiding parents in supporting their child's learning.
- Inviting parents to participate in or watch class activities e.g. visits, open afternoons, assemblies.
- Providing relevant homework and clear guidelines for parental support.
- Providing a half termly topic overview for parents

As a school we communicate with parents and encourage parents into school through:

- All teachers, support staff and SLT to be in the playground at the start and end of every day to meet (5 Minutes – 8.40 – 8.45am) parents and children and to be available to discuss any worries or concerns.

- Parents are invited to Friday Celebration Assemblies on a weekly basis.
- Fortnightly Principal newsletters.
- Half termly class teacher newsletters – including an overview of half termly topics.
- Regular updates to our Academy website.
- Dojo messages to parents.

Homework

- Staff will mark homework to show that it is valued and contributes to pupil’s progress.
- Homework is set regularly for all children. It is creative homework and children can choose the order in which they complete the weekly tasks.
- All children are expected to read at home on five occasions each week and are encouraged to take a reading book home each evening.
- All classes will have some spelling and mathematical facts to learn each week. The spellings are taught in class and are directly linked to work in school.
- Parents are encouraged to help children with their routine learning tasks.
- Individual children experiencing difficulties with particular work may be given extra work to complete at home to help their educational progress.
- Some groups of children may be asked to research a particular topic.
- Individual children may be asked to complete unfinished work at home.
- Children who are absent from school through illness for more than one or two days may be given suitable work on application to the class teacher.
- Parents will be informed of their child’s homework at the start of each half term.
- Any pupils who do not complete their homework will miss their break/Golden Time to complete their tasks.
- Please refer to the separate Homework Policy.

Behaviour – Please also refer to the Academy’s Behaviour Policy

- Good behaviour is essential for academic success.
- Behaviour is everybody’s responsibility – a tiered approach.
- Consistent use of the behaviour policy is key.

Good behaviour is promoted through:

- All staff knowing and following the behaviour policy
- Consistency in applying the policy from individuals
- High expectations from all staff
- Teachers arriving on the playground before the end of play/lunchtime to collect their class
- Teachers supervising classes as they walk around school, including going out to play
- Praising the positives
- Good communication with parents
- Rewards for good behaviour – Class Dojo points, stickers, Golden Time etc.
- All staff supporting children with behaviour plans
- *Every day is a new day for every child.*

Teaching and Learning Policy - September 2019

Name _____.

I confirm that I have received, read and understood the above policy.

Signed _____.

Date _____.