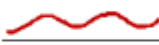


# Literacy Policy

Code/ Symbol	
✓	'Good' or correct work.
A	You have made a mistake with capital letters. Check your work carefully.
//	You need a new paragraph. Remember to organise and structure your work.
Sp.	You have made a spelling mistake. Take time to correct it.
P	You have misused punctuation. Take time to correct it.
	This is an area of weakness. (Teacher comments will explain why.)
X	This is factually incorrect.
^	You've missed something out. Proof read your work carefully.

If it is not clear, ask your teacher to explain.

- All students and staff have a copy of the policy (in planners and on S Drive- Literacy).
- All teachers mark regularly for literacy in a range of work, using the codes above (as a minimum sp and p to identify errors regarding full stops/ commas).
- Literacy marking should be clearly identifiable in work – see department audit.
- Staff should indicate the correct spelling etc. and should provide students with time to address errors when appropriate.
- When appropriate, teachers should check spelling mistakes that have been corrected and take care to look for recurring mistakes in order to address these accordingly.