**St. Teresa’s National School**

**National Literacy and Numeracy Strategy**

Whole school plan for the implementation of the National Literacy and Numeracy Strategy (in line with Circular 56/11 and also *Assessment in Primary School Curriculum – guidelines for schools)*

**Introductory Statement and Rationale**

In light of the guidelines for the implementation of the National Literacy and Numeracy Strategy 2011, St Teresa’s has drawn up the following plan to initiate a review of literacy and Numeracy in the school and to inform our approach to the implementation of the strategy.

**Aims**

* To increase the time available for literacy and numeracy for teachers.
* To improve the arrangements for assessment of children’s literacy and numeracy achievement.
* To arrange for the reporting of children’s progress.
* To improve professional development opportunities for teachers.

**Content of Plan**

**Increasing the time available for literacy and numeracy**

* From January 2012 – increase the time spent on the development of literacy skills by one hour per week in English (i.e. 4 hpw for infants/5hpw for 1st to 6th class).
* From January 2012 – increase the time spent on Maths to 3 hours 25 minutes per week for infants and to 4 hours and 10 minutes per week in all other classes.
* Class timetables have been amended to reflect these changes and copies of these timetables are included (as Appendix 1).
* All discrete curriculum time (1 hour in infants / 2 hours in all other classes ) will be used to cater for this additional time and the shortfall will be met by integrating literacy and numeracy skills with other curriculum areas.
* This allocation of time will be reviewed at the end of the school year 2012

**Improving the arrangements for assessment of children’s literacy and numeracy achievement.**

* Our assessment policy and practices have been reviewed in light of the NCCA publication *Assessment in the Primary School – guidelines for schools* and the requirements of the National and Literacy Numeracy Strategy.
* Pupils from 1st to 6th classes inclusive are administered Sigma T and Micra T in May / June of each year (see arrangements re, if a pupil is absent on day of testing).
* Pupils absent on the day of testing are re tested at the earliest opportunity by the Learning Support teacher.
* Students will only be excluded from testing if in the view of the school principal they have a learning or physical disability which would prevent them from attempting the test or in the case of migrant students, where the level of English required in the test would make attempting the test inappropriate. In such cases a pupil may be given a test level appropriate to their ability.
* The standardised tests used in our school for the purposes of the Literacy and Numeracy Strategy are Sigma T and Micra T. Additional tests used are listed in our Assessment policy.
* In St Teresa’s N.S. standardised test results are recorded electronically (password protected) and also in hard copy in the principal’s office. These are available for inspection by Department officials.
* By using a combination of assessment methods over time, the teacher gathers evidence of children’s progress and achievement which will inform future planning for learning.
* For 2012, our school will focus on the area of classroom assessment methods as outlined in section 2 of the Assessment in the Primary school guidelines – with this in mind St Teresa’s N.S. will be focusing on the area of Classroom Assessment Methods for 2012.

**Reporting Children’s Progress**

**Reporting to Parents**

* It is school policy to correspond with parents on a regular basis (see Communication with Parents section in the school information booklet).
* A written report regarding children’s progress will be given to parents attending Parent Teacher meetings in November.
* Teachers will formally discuss a pupil’s progress at our annual Parent / Teacher meetings in November.
* Following the administering of the Micra T and Sigma T tests, parents will be sent an end of year report at least two weeks before the end of the school year (see Appendix 2).
* Standardised test scores will be recorded as STEN scores on the reports of all pupils from 1st to 6th class inclusive.
* A NCCA explanatory leaflet will be included with these reports to help parents understand the scores. (See Appendix 3).
* In some cases, teachers may feel it useful to meet with parents to further expand on these scores.

**Reporting to other schools**

* From 1/6/2012 a copy of the end of year report cards will be sent to the primary school or 2nd level school to which a pupil transfers.
* This will be done after enrolment in the primary school or secondary school has been accepted.

**Reporting to DES**

Our school will report aggregate standardised test scores to the DES once annually.

The aggregate results from 2nd, 4th and 6th classes will be recorded and forwarded in the manner required by the DES once they have decided on it.

**Reporting to the Board of Management**

Then Principal will report once annually the aggregate assessment data from the standardised tests to the Board of Management of St. Teresa’s N.S. using the reporting template appendixes in Circular 56/11 (attached as appendix 4)

**Roles and Responsibilities**

* The learning support teachers will co-ordinate ordering and storage of the relevant test materials.
* The Board of Management will ensure the school has the necessary resources and will support the staff in the implantation for the National Literacy and Numeracy Strategy.
* The deputy principal will complete the recording sheet for the Board of Management and DES.
* The principal will report once annually to the Board of Management and the DES as required by circular 56/11.
* The teaching staff will ensure pupils are tested, tests are corrected and scores are calculated and that this policy is implemented in their classrooms.
* The teaching staff will undertake Continuous Professional Development in line with the requirements of the Teaching Council.
* The DES will provide relevant and focused Continuous Professional Development opportunities for teachers during the lifetime of the strategy and the funding necessary for its successful implementation.

**Implementation**

This policy will be implemented with immediate effect with the exception of those sections which will not be enacted until June 2012.

**Review**

The manner in which the additional time required under the strategy is allocated will be reviewed at the end of the present school year. This policy will initially be reviewed twice a year.

**Ratification and Communication**

This policy has been ratified by the Board of Management of St. Teresa’s N.S. on 21st February 2012.

It will be communicated to all staff and parents via the Parents’ Association. A copy of this policy is available on request.