



Literacy at Groby and Beyond

sauger@grobycoll.com
Samantha Auger
Literacy Coordinator

Induction 2014

The Importance of Literacy

Strong literacy skills are crucial for future success.

An estimated 5.2 million people in the UK are functionally illiterate; that is, their level of literacy is so low they are unable to undertake every day activities. All students are expected to have a good standard of literacy as part of their GCSE, BTEC and A Level courses. So, literacy is vital to both examination success and success in later life.

Literacy is a skill for life

But being able to read, and enjoy reading, is much more than a tool to do well in exams. It is a skill for life. A skill that opens new worlds, encourages us to be empathetic, widens our understanding of the world and

our place in it. In short, reading is at the heart of all education. A good standard of writing is expected by all employers and of course, what we write in application letters and forms is the first impression employers have of us.

Supporting students with weak literacy skills is a school-wide endeavour.

All teachers realise the importance of literacy skills and staff across the college, no matter what their subject specialism, are dedicated to promoting literacy within their lessons and through their teaching. Staff are made aware of the reading and spelling abilities of all students and trained in how to use this information. Teachers are prepared to support students' literacy no matter



what subject area and provide resources appropriate to the abilities of the students they teach.

For students where weak literacy skills may be a barrier to learning, it may be appropriate to put interventions in place. These take different forms depending on the student's needs. Students may also be supported by a sixth form mentor in English lessons or by our dedicated English HLTA.

Supporting Spelling

Learning how to spell comes naturally to some students, but for others it can be difficult and stressful. There are a variety of techniques that you can use to help your son/daughter to learn spellings.

Look, cover, spell, check

Read the words, cover them up and then try spelling them. Then check and repeat

List commonly misspelt words on a post-it note

Keep the post-it note on the work being completed

Repeat, repeat, repeat

There is evidence to suggest that the brain can be hard-wired to tell the hand to make the correct movements to spell words if it is told to do it often enough.

Some simple strategies to help at home:

- Make the font of the text your son or daughter is reading larger. This is where digital formats come in to their own; it is possible to make fonts larger at the touch of a button
- Encourage the reader to use a ruler or piece of paper to follow the text with. Reading slides in various colours are also available and may help some readers.
- Don't give up on reading out loud. It can boost confidence in reading.
- Provide reading material that interests. No one wants to read boring stuff!



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special

offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or im-

provements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words. Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and

import into your newsletter.

There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special

offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or im-

provements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

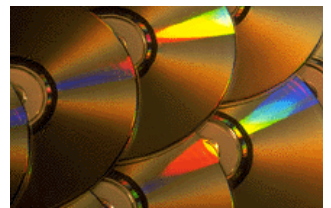
This story can fit 75-125 words. Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and

import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.

Primary Business Address
 Your Address Line 2
 Your Address Line 3
 Your Address Line 4

Phone: 555-555-5555
 Fax: 555-555-5555
 E-mail: someone@example.com

Your business tag line here.


Organization

**We're on the
 Web!**
 example.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you

can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.