



## Teaching and Learning Policy

Reviewed: December 2021 Date Agreed: January 2022	Chair of Governors: Caroline Somerville	Headteacher: Alex Craig
Date for Review:	Review by: Russell Kendall	

### Introduction

At Pencoys we believe the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone. Through our teaching, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

Teaching is a cyclical process where the teachers' knowledge of individual pupils, how they learn and the progress they make is vital. Knowledge of pupils is used to inform planning, the success of which is then monitored, assessed and reviewed throughout the lesson, thus informing the focus for subsequent learning.

As a staff, we constantly strive to improve standards of teaching and learning through continuing personal and professional development (CPPD). We reflect on what is working well at Pencoys and identify areas for improvement which is then incorporated into staff training and followed by deliberate practice (see CPPD Handbooks for more information).

### Quality First Teaching

#### Building Blocks

Our Building Blocks documents have been developed by senior leaders across the MAT in order to support teachers, senior leaders and headteachers reflect on their own practice and feed into personal and professional development, providing the best standards of teaching and learning for all pupils.

#### Research

Our pedagogy is underpinned by the latest educational research. We use *Rosenshine's 10 Principles of Instruction* to inform and guide practice in order to provide the best possible learning opportunities for every child in our school. It is understood that these work well as a guide for personal reflection but not as a checklist or template for any single lesson.

### **Rosenshine's 10 Principles of Instruction:**

<ul style="list-style-type: none"><li>● Present new material using small steps</li><li>● Provide models</li><li>● Provide scaffolds for difficult tasks</li><li>● Ask questions</li><li>● Check for student understanding</li></ul>	<ul style="list-style-type: none"><li>● Guide student practice</li><li>● Obtain a high success rate</li><li>● Independent practice</li><li>● Daily review</li><li>● Weekly and monthly review</li></ul>
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### **Assessment for learning (AfL)**

We use AfL strategies to ensure our teaching adapts and responds to the learning needs of our pupils in order to achieve the best outcomes for all pupils.

#### The five key strategies (as identified by Dylan Wiliam et al.):

1. Clarifying and understanding learning intentions and criteria for success.
2. Engineering effective classroom discussions, questions and tasks that elicit evidence of learning.
3. Providing feedback that moves learners forward.
4. Activating students as instructional resources for each other (peer assessment).
5. Activating students as owners of their own learning (self assessment).

*For more information on AfL strategies, see WalkThrus and resources in CPPD folder on the system.*

### **When planning and preparing a lesson...**

- Small steps are used to build coherent and sequential blocks of learning.
- Planning starts with the knowledge of children's prior learning.
- High quality resources are selected or prepared.
- Each lesson has a clear learning objective which is presented as a WALT (we are learning to...).
- Assessment for Learning strategies are used to direct lessons and inform next steps for learning.
- Lessons are planned for with a range of written, practical, independent and collaborative activities.
- The use of IT is considered to support, motivate or extend learning (e.g. word-processing, pupil response platforms, editing, research).
- Engaging and motivating learning tasks are set which match the desired learning outcome and maintain high expectations of achievement for all.
  - SEND and lower attaining pupils' needs are considered when planning learning tasks through providing: scaffolds (often provided to all pupils); access to specific learning resources; support from an adult/peer; or a differentiated task.
  - Extension tasks are planned or considered for any pupils that securely achieve the main objective to explore the learning in greater depth. This may be set for a specific lesson or available on a working wall over a period of time to be accessed by the child.
- Assess Plan Do Reviews are updated termly for all pupils on the Record of Need. Teachers and TAs reflect on these regularly to ensure all pupils are supported and make progress. (See SEN Policy for more detail)
- Resources are organised and appropriate for the age and needs of the cohort.
- The outdoor environment is used to support, build-on or extend learning.
- Planning is flexible and reactive to the needs of each class.

### **During the lesson...**

- Teachers/TAs ensure pupils understand the learning objective which is presented as a WALT (we are learning to...).

- Teachers/TAs have high expectations of every child and encourage positive learning behaviour.
- AfL strategies are used to elicit pupils' understanding and adapt the direction of a lesson/sequence of learning.
- Clear models and explanations are used to show the pupils what 'good' looks like (modelling, worked examples etc).
- Learning is made interesting, engaging and exciting (when appropriate).
- The use of IT is available to support or extend learning.
- Teachers/TAs generate a success-criteria with the class which make desired outcome and steps to success very clear to the pupils.
- TAs support individuals/small groups during the lesson or work with the whole class while the class teacher supports individuals/small groups.
- Pupils are given feedback throughout the lesson either from the teacher/TA (whole class, small group or individually), peers or self (using success criteria or model to support).
- Teachers make room for pupils to take risks, explore new thinking and test their understanding.
- Pupils are given sufficient time to complete tasks set independently or collaboratively with peers as appropriate.

### **After the lesson...**

- Teachers reflect on the successes and areas for improvement of each lesson, modifying plans or seeking support where necessary.
- Teachers/TAs look through any work that was not reviewed during the lesson (when appropriate) to gauge pupils' confidence and achievement. (See Feedback and Marking Policy)
- Teachers review pupils' progress/achievement through looking at books or other work, discussion with other adults and/or reflection.
- Teacher/TAs provide pupils with feedback that moves learning forward (see Feedback and Marking policy).
- Teachers amend any planning as necessary in the light of information gathered.
- Teachers facilitate time for pupils to respond to marking or feedback.
- Interventions are planned for pupils who require extra support to achieve and make sufficient progress.

### **Learning Environment**

The environment that pupils (and staff) work in is important both culturally and physically. We recognise the importance of pupils feeling safe, happy and supported, enabling them to take risks in their learning. The culture within our classrooms is inclusive, purposeful and engaging with opportunities made to reinforce good learning habits. Research demonstrates the importance of children feeling that their classroom is 'theirs', and with this in mind, although we have minimum requirements for each room we also expect each to be personalised to the needs and demands of each class (see Appendix for Learning Environment checklist). This personalisation will be achieved through the display of pupils' work to celebrate personal achievements and motivate others; teachers will ensure that all children have the opportunity to see their work celebrated over time.

### **Role of the Headteacher and Governing Body**

- Support the use of appropriate teaching strategies by allocating resources effectively.
- Ensure that the school buildings and premises are best used to support successful teaching and learning.
- Monitor teaching strategies in the light of health and safety regulations.

- Monitor how effective teaching and learning strategies are in terms of raising pupil attainment.
- Ensure that staff development and performance management policies promote good quality teaching.

## **Role of the Parents/Guardians**

We believe that parents have a fundamental role to play in helping children to learn. We do all we can to inform parents about what and how their children are learning by:

- holding parents' evenings to discuss children's progress.
- sending a mid-year and an end of year report to parents in which we explain the progress made by each child and indicate how the child can be supported to improve further.
- explaining to parents how they can support their children with homework.
- providing information about our curriculum and learning on our website.
- using Class Dojo to celebrate learning and communicate.
- providing updates on learning or advice in our weekly newsletter.

We believe that parents have the responsibility to support their children and the school in implementing school policies. We would like parents to:

- ensure that their child has the best attendance record possible.
- ensure that their child is equipped for school.
- do their best to keep their child healthy and fit to attend school.
- inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school.
- promote a positive attitude towards school and learning in general.
- fulfil the requirements set out in the home/school agreement.

## **Monitoring and evaluation**

The Teaching and Learning Policy and Building Blocks documents have been formulated to provide a basis for staff to evaluate the quality of teaching and learning in their classroom and as a leader across the school. Staff development needs are continually reviewed as part of the CPPD process.

In order to provide a clear picture of the quality and consistency of practice across school, teaching and learning is monitored through:

- Classroom observation;
- Sampling pupil's work;
- Internal moderation of pupils' work;
- External moderation of pupils' work;
- Data scrutiny;
- SILC+ visits;
- Discussion with pupils.

## **Teaching and Learning Practice Guidelines**

### **Foundation Stage**

- Areas devoted to each of the 7 areas of learning clearly defined in the learning environment including interactive learning displays and interest tables (Literacy, Maths, Expressive Arts & Design, Physical Development, PSED, Understanding of the World, Communication and Language).
- Role play areas clearly defined linked to the theme, book or interests of the children.
- Continuous provision across all areas of learning, child and adult initiated

- Daily time for shared writing, phonics, maths, guided reading, physical activity, circle time, celebration of learning and story time.
- Daily whole class maths input and small group maths meetings.
- Daily phonics input: whole class in the first half term, breaking into smaller groups throughout the year.
- Independent child-initiated learning at identified times is used to ensure that all pupils safely access developmentally appropriate activities.
- Adult intervention extends and develops learning, encouraging purposeful play and understanding.
- Adult directed tasks include individual reading, guided reading where appropriate, shared writing, phonics, maths and investigation activities linked to the prime areas.
- Links across and within the whole school curriculum and Y1 are exploited where possible
- All practitioners support the tracking and monitoring of individual pupil's engagement with tasks across all 7 areas to ensure equality of provision and measure attainment.
- Use of Tapestry supports formative assessment and informs parents of progress.
- Floor books are used to evidence achievements and mark progress.
- Pupils are given meaningful activities which provide rigorous and challenging opportunities to develop at an appropriate stage of development in line with the Early Learning Goals.
- Best use of the outdoor learning environment is planned for to support the prime areas of learning.
- Outdoor environment is used to develop physical development.

## **KS1 and 2**

- Daily phonics lesson (RWI) in KS1 and for targeted pupils in other year groups – small groups 4 x weekly. AR guided reading sessions for those exceeding phonics level in Y2.
- KS2: Spelling session 10 minutes, 3 x weekly (at least) using RWI spelling.
- Daily reading lesson in KS2: questions based on VIPERS are recorded in reading journals at least 3 x weekly.
- Daily writing lesson using Talk 4 Writing approach: green books used for ongoing learning tasks; yellow books for Hot and Cold writing tasks.
- Handwriting lesson 1 x weekly (at least) using Letter Join scheme.
- Daily maths lesson using White Rose as a basis, recorded in blue books with short date and WALT.
- Numbersense used as an intervention for lower attainers in maths.
- Weekly science lesson (approximately 2 hours) recorded in pink science books with long date and WALT.
- Daily Fluent in 5 (Y3-6)/fluency session.
- Sketch books are used to record the learning and developmental processes in art.
- PE and music work is generally not recorded in books but may include photo or video evidence saved on the system.
- Learning Journals include recordings of the learning tasks (written or photos) in all other subjects: history, geography, RE, PSHE, French (KS2), DT, computing (though computing is often saved on the system/Google Classroom and not necessarily printed)
- Pupils engage in a cross-curricular extended writing task outside of the writing lesson at least once every half term.

*For more information see individual subject web pages/policies.*

## Appendix I

### Learning Environment Checklist

All classrooms should contain the following features:

Classroom Organisation	
<ul style="list-style-type: none"> <li>The classroom is free from obvious safety issues, for example, tripping hazards and people can move easily around the room</li> </ul>	
<ul style="list-style-type: none"> <li>Surfaces are clutter free and could be used for the display of topic books, pupil work etc</li> </ul>	
<ul style="list-style-type: none"> <li>Books are stored neatly and accessible to the children (inc exercise, reading, dictionaries etc)</li> </ul>	
<ul style="list-style-type: none"> <li>There is easy access for pupils to resources to support independent learning eg numbers, shapes, word mats</li> </ul>	
<ul style="list-style-type: none"> <li>Everything is labelled eg drawers of resources, pupils work, areas of learning (KS1 / F2) with a mixture of printed and handwritten (adult) text</li> </ul>	
<ul style="list-style-type: none"> <li>Backing paper and border is in good condition and firmly attached to the wall at all times.</li> </ul>	

Display	
<ul style="list-style-type: none"> <li>There is a balance of pupil work and learning prompts.</li> </ul>	
<ul style="list-style-type: none"> <li>Pupil's work on display is no more than 3 months old.</li> </ul>	
<ul style="list-style-type: none"> <li>Classroom and corridor displays reflect the school's current development priorities eg reading.</li> </ul>	
<ul style="list-style-type: none"> <li>There is an English and Maths learning wall and a topic display in every classroom.</li> </ul>	
<ul style="list-style-type: none"> <li>RWI speed sounds chart in KS1 and relevant spelling support available in KS2.</li> </ul>	
<ul style="list-style-type: none"> <li>Number line (age appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>Reading is promoted through cosy reading corners, interesting display of books, motivational displays (as appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>Learning at home is celebrated</li> </ul>	
<ul style="list-style-type: none"> <li>All displays include a description of the learning and process that has taken place, as well as a question.</li> </ul>	

Behaviour Management/ culture	
<ul style="list-style-type: none"> <li>Evidence of cultural diversity within the images / text in the classroom.</li> </ul>	
<ul style="list-style-type: none"> <li>Age appropriate celebration of British values.</li> </ul>	
<ul style="list-style-type: none"> <li>Learning habits – Reflective, Responsive, Resilient, Resourceful.</li> </ul>	
<ul style="list-style-type: none"> <li>Whole school rules – Diamond Rules for Life.</li> </ul>	
<ul style="list-style-type: none"> <li>The class system for rewarding pupil's positive attitude, effort, learning behaviours and successes will be on display in each class. Sanctions are reinforced visually in Foundation stage, Key Stage 1 and lower Key Stage 2 with the use of a display where pupils names can be moved.</li> </ul>	

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| ● E-safety and online safety display. |  |
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