

READING POLICY

POLICY FOR	Reading
PERSON RESPONSIBLE	Heads of Teaching, Learning and Assessment
REVIEW DATE	May 2023
REVIEWED BY	TLA Team
APPROVED DATE	5 th July, 2022
APPROVED BY	ELT
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RELATED POLICIES	Teaching and Learning Policy, Home Work Policy, Literacy Policy

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Executive Principal / CEO



1. RATIONALE

The Westminster School, Dubai is a multicultural learning environment, the population of which is made up of students and staff who represent a wide range of linguistic and cultural affiliations. The school recognizes this as both a resource and a responsibility and thereby offers a range of levels in English and Arabic courses to support students who may not have a high proficiency level, while encouraging those who do to excel.

The language of instruction is English. The school recognizes that language is central to learning and that all its students will not be comfortable in the language of instruction, therefore the school strives to assist students in improving their understanding and usage through suitable reading support programmes. We also encourage students to develop their own mother tongues and provide opportunities for this to happen by providing resources and appropriate support to the students.

UAE National Agenda and 2021 Vision

Reading is of high importance in the UAE National Agenda and 2021 Vision. H.E Sheikh Mohammed bin Rashid al-Maktoum, the UAE's vice-president and Dubai's ruler, stated: "Our goal is to make reading a daily habit that is deeply ingrained... It is the duty of relevant institutions to make this law a reality." We endeavor to abide by the law and ensure reading is a main priority to enable all pupils to have a lifelong love of reading.

The school will willingly participate in international PIRLS, TIMSS, PISA, and GL tests in order to support the National Agenda and celebrate national success, namely:

The UAE will be among the 20 highest performing countries in PISA in 2021

The UAE will be among the 15 highest performing countries in TIMSS in 2021

2. BELIEF

We believe reading is essential for a child's success and can be most effective with teacher support :

- To break down literacy barriers faced by children so that they can overcome them.
- To promote Arabic, the regional/official language of the region of The UAE in which the school is located, whilst recognizing that this may not be the mother tongue of many of its students.
- To assist students in improving their understanding and usage through suitable reading support programmes.
- To recognise and address a reading problem early on, when a child still has the opportunity to maximize the development of fundamental skills like decoding, and further underscore the importance of early intervention
- To ensure early identification of students with additional educational needs
- To develop students' writing skills vocabulary and ability to communicate effectively in a variety of contexts
- To communicate accurate information about the student that is useful to teachers, students, parents, and other educational agencies.
- Provide children with the opportunities to read at their own level; whether this is through daily story time, daily opportunities to read aloud and develop their own language and reader voice
- Teachers play an important role in motivating learners to enjoy reading by modelling own practice of reading for pleasure.

3. AIMS

The aims of this policy and the school's commitment to reading are:

- To create confident, independent readers who can enjoy the rich Imaginative world of fiction as well as fully explore the growing world around them.

- Raise standards in Literacy and build healthy reading habits from a young age by exposing them to challenging reading opportunities.
- To deliver a structured and consistent whole school approach to reading by providing opportunities to read every day and develop a love of reading.
- To create a strong, reading culture embedded within classrooms and the wider school environment
- To read and enjoy a variety of texts/genres from a variety of sources, through technology and from the school libraries.
- To develop confident users of the three cuing systems- visual, meaning, structure of reading.
- To understand the links between reading and writing.
- To develop confident users of language in a variety of forms / genres / contexts appropriate to their level of development.
- To develop knowledge of the ways in which language varies according to the context, purpose, audience and content, and the capacity to apply this knowledge.
- To develop reading strategies and skills to ensure fluency, accuracy, understanding and response to different texts
- To develop higher order reading skills including inference, interpretation and integration of information
- To select and use appropriate strategies when reading for different purposes, i.e. for pleasure, for information, for research etc.
- To develop a knowledge of the linguistic patterns, structures and features which are used to construct different texts.
- To develop knowledge of the ways that textual understanding and interpretation may vary according to cultural, social and personal differences.
- To rigorously monitor and assess pupil's progress in reading and identify those who require extra support and intervene at an early stage
- Uphold an uncompromising commitment towards excellence by encouraging students to exceed in international benchmark assessments like PIRLS, PISA, GL etc.
- Create a platform where all stakeholders evolve together by participating in events and activities which promote reading.

PROCEDURES FOR THE TEACHING AND DEVELOPMENT OF READING:

- a. Teachers at the Westminster School, Dubai use a combination of the following strategies to ensure that our students take up reading.

Strategies	Implementation Across Year Groups
Phonic lessons	<p>In the Foundation Stage, students have the opportunity to begin looking at phonics through circle time, games and within the areas of provision. Students begin by learning all of the sounds that make up our alphabet and start to combine these into recognizable words. Once students are able, they also begin reading books individually and one-to-one to adults. All students continue to learn sounds, diagraphs, trigraphs, friendly letters and read through the areas of provision. In FS 1 and 2, students are generally working on phonic phases 1 to 3. Students have opportunities to Oxford Tree's fiction and non-fiction books.</p> <p>In Year 1, students are generally working on phonic phases 3 to 5 and in Year 2, on phonic phases 4 to 6</p>

Floppy's Phonics	The Floppy's Phonics Program provides all structure and resources needed to deliver effective synthetic phonics in the Foundation Stage . Students engage with their favourite characters as they learn and read. The Phonic books related to sounds are a step by step guide to phonics using Biff, Chip and Kipper to keep students engaged. Students continue with Floppy's phonics programme in KS1 , use the software and workbook until they are secure at Phase 6. Students have opportunities to read Collins Big Cat banded books.
Specific teaching of the visual features of print.	In the Foundation Stage , students have opportunities to listen and analyse theme related stories from IEYC (International Early Years Curriculum). Explicit demonstration on how to analyse new or unfamiliar words in text. Guide and support students to analyse letters, letter clusters and patterns and the sounds they make.
Daily/Weekly Reading	Providing frequent opportunities to read across all key learning areas .This includes: <ul style="list-style-type: none"> • Guided reading lessons in FS to Year 5 classes, • Home Reading Program, Buddy and Group Reading, Silent Reading, DEAR programme, • Online Reading program, Level Up for Years 1 to 4 • Online Reading program, Achieve 3000 for Years 5 to 9 • Students of Years 5 to 13 reading in the library/ Learning Resource centre
Language Experience - Reading	Language experience is a process that precedes the reading of formal texts and forms the basis for the program for pre-emergent readers. Within class, language experience is a strategy that is recommended to be used in conjunction with Guided Reading, Library, SOLE time (Self Organized Learning Environment) and language lessons. Language experience through English Literature from Key Stage 2 and Matilda – The secondary major production. English Literature is introduced as a second language from year 10.
Shared Reading	Across all Year groups Shared Reading involves the students participating in the reading of a text. They are seen as co-readers of the text with the teacher/peer. They observe what a teacher/peer 'appears' to do as they read and listen for the signals in the story, chant, rhyme, song, poem or other shared texts being presented. During SOLE - Self Organised Learning Environment students are given opportunities to carry books from home and read; DEAR- Drop Everything and Read Programme during the Core Value Period encourages reading habits amongst students.
Guided Reading	'Guided Reading' is an approach in FS and Primary School for focused intervention to support different groups of learners. Strategies for the formative assessment are used and recorded to check the progress of the students.

Reciprocal Reading	Reciprocal reading is a strategy useful for students who are reading fluently and is used from Year 2 . It involves research-based dialogue between group members to jointly construct meaning in text. Material is at an instructional level. Reciprocal reading uses four strategies which shift responsibility to the reader- <ol style="list-style-type: none"> 1. Predicting 2. Clarifying 3. Question generating 4. Summarising The teacher models the strategies and then becomes a group member monitoring the use of the strategies. During the group discussions students discuss the text only in small chunks.
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Independent Reading	<p>Across all Year groups, every child requires time to read suitable materials independently. In the Early years, as part of the Class model, this is built into the daily reading classes. Similarly, in Years 1-13 independent reading is a daily requirement for English and Arabic.</p> <p>In the Middle and Senior schools, students are required to read at home independently daily. Similarly, students in FS 2 have books selected for them from levelled boxes (Oxford Tree/Collins) in the classrooms. These 'take-home' readers are selected by the classroom teachers to be at a level manageable by the child, based on their reading level according to the 'running records'. The aim of 'take home' reading is that of consolidation and confidence. In Years 1 to 6, a list of fiction and non-fiction books and eBooks are shared with parents, to encourage their child to read daily at home. In Years 5 -8, students read books of specific literature as a part of their Project Based Learning.</p>
Class Library	<p>Across all Year groups</p> <p>The Class Library collection has books donated by parents and teachers. The selected student volunteers will run the class library as Student Librarians and will maintain the book circulation details. They also have opportunity to read books from the class library during SOLE time. In the FS, students have the opportunity to make choices and read in the specified reading area in the classroom.</p> <p>The focus for the reading is to provide practise, develop reading for pleasure and to develop personal response to texts.</p>
Learning Resource Center	<p>Years 5 to 13</p> <p>The school has its own library called 'Learning Resource Center'. The role of the Learning Resource Centre is to compliment Reading for knowledge and pleasure as per National Curriculum requirements.</p> <p>During Library Lessons, the students are assisted to select appropriate books. In Years 5 and 6, students read books of the specific literature/theme as a part of their PBL. They read a wide variety of fiction, non-fiction and poetry by the time they leave Year 6. The librarian fosters and encourages enjoyment of reading amongst all students in the school.</p>
Reading Diary	<p>From Year 3 onwards, students maintain Reading Journals so that they can record their reading likes/dislikes, reviews, linked writing etc.</p>
Teaching Reading in lessons	<p>Students have daily lessons in English where students are provided with reading opportunities for :</p> <ul style="list-style-type: none"> • Assessment of reading, either formally or informally. • Use of key vocabulary (key words) in daily lessons. • Students identify and select own texts rather than using texts selected by the teacher. • Students to select texts which demand higher order reading skills rather than simple reading texts which require limited reading skills.
Arabic Online Reading Programme- 3asafeer/Nahla and Nahel	<p>The online platform is used effectively across all Year groups to raise reading standards in Arabic. The platform gives students opportunities to read online and thus improve reading in Arabic.</p>
Online Reading program –Globed Achieve : Level up and Achieve 3000	<p>Years 1 to 9</p> <p>Online resource provides the patented, cloud-based solutions that deliver daily differentiated instruction for nonfiction reading and writing that are precisely tailored to each student's reading level.</p> <p>A comprehensive blended learning platform that includes the curricular support and the personalized resources necessary is used to improve students' reading skills. Achieve makes it easier to strengthen the connection between what is being taught and what students are</p>

	practicing. Resources are used for Independent Practice. Online feedback and progress evaluation done.
Online Reading program- World Book Online	Years 7 to 13 The website is being used by the teachers to encourage reading habits amongst students. This site is also used for research within different subjects to encourage raising standards in literacy.
Transition	To ensure progress of reading skills of the students as they enter the different Key Stages, several reading for pleasure projects like the Summer Reading Challenge are integrated into the current transition process. This further helps to arrest the summer slide.
Special Reading Events	The school organizes various events to promote the love for reading. One of the primary objectives is to engage parents and students in reading and to highlight the importance of reading at home. These include visits by authors, book fairs, celebrating author's birthdays, celebration of World Literacy Day and celebration of World Book day. Students are also encouraged to participate in the Chevron Readers' Cup Reading Challenge and other Inter school competitions. In Years 1 to 6 , activities such as 'Character Parade' for KS1 students, special Morning assemblies, Story telling competitions, Literacy week activities etc are organized within the school to promote Reading for pleasure. Students are encouraged to <i>Read For a Cause</i> , with opportunities provided to go beyond and donate stars from their online reading platforms to provide clean drinking water to the under privileged. In Years 7 to 10 , students read books of the specific literature/theme as a part of their PBL (A literature text, Original used as a supplementary reader to introduce the learners to a wide range of popular authors).
Parent Engagement	In the FS Collins Readers (Big Cat Books) are sent home for independent reading or with parent support. Parents are encouraged to read with their students every day and to write in their reading record books. In the Primary and Secondary school, every week a comprehension passage is given as an assignment to strengthen reading comprehension strategies. Reading for pleasure projects such as the Winter and Spring break Reading Challenges are integrated into the curriculum as a part of their Project/Theme based learning.

a. INTERVENTION STRATEGIES

Support Reading Session	Reading Recovery is an early intervention program. Students entering the programme are those from ordinary classes who have the most difficulty in reading and writing in Primary school. The program is delivered and monitored by a specifically trained teacher (School SEND Coordinator). It is designed as a one-to-one programme or in small groups. It is different for every child. The child's competencies are the starting point and the programme moves from these competencies towards what the child is trying to do. Each child has an intensive programme of instruction which supplements the regular class reading/writing instruction activities. This Reading program helps students acquire efficient patterns of literacy learning to enable them to work at the average reading level of their classmates and to continue to progress satisfactorily in their classroom instructional program.
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Individual Learning Plans (ILPs); Individual Educational Plan(IEPs) and Advanced Learning Plans(ALPs)	ILPs/IEPs/ALPs are formulated for students who are considered to be ‘at risk’ of not succeeding through the normal classroom program. These plans are formulated and monitored by the Head of Inclusion in consultation with the classroom teacher and parent.
Reading support programme / Intervention sessions	Pull out sessions for Year 1 students by Teaching Assistants during the Phonic /Guided Reading periods. Intervention sessions for students of Years 2 to 5, with Low Verbal score in CAT 4 assessment are conducted by the Reading teachers during the Guided Reading period.
Achieve 3000 for Year 9	To meet the targets as specified by the results of the PTE, Achieve 3000 is being used in daily lessons to address the gaps. It is an Online resource that provides the only patented, cloud-based solutions that deliver daily differentiated instruction for nonfiction reading and writing that are precisely tailored to each student’s reading level. Students with low verbal scores in CAT 4 are facilitated with these sources to improve their reading skills.

b. Assessment and Evaluation

At the Westminster School, we use a combination of the following assessment tools in order to measure and monitor student progress in Reading:

Target Tracker against the Early Learning Goals	- FS 2
Phonics screening check	- Year 1 & 2
Phonics Stage and Book Band Tests	- FS 2 ; Years 1 & 2
Globed Achieve – Level up and Achieve 3000 Benchmark Reading Passage to check the progress	- Year 1 to Year 6
3asafeer/Nahal and Nahel Arabic Online Reading Programme	- All Year groups
Reading Assessment (English Paper 1)	- Years 1 to 6
Phonics/ Reading /Guided Reading Sessions	- FS2 and Year 1 to Year 5
Support/Intervention Reading Sessions (SOD)	- All Year groups
Reading and Spelling Assessment for students through referrals for SOD	- Year 1 to Year 6
Assessment for learning in daily lessons	- All Year groups
Library Activity record	Years 5 and 6

c. Recording and monitoring of data

We use the following in order to record data about student progress in reading:

Class Record Keeping Requirements	- All Year groups
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Tracking sheet	- FS 2
Globed Achieve Reading achievement data and Benchmark reading passage report	- Year 1 to Year 6 and Year 7 to 9
Students' achievement data from the 3asafeer/ Nahal and Nahel Arabic Online Reading Record sheets	- All Year groups
Reading Assessment Mark book by language teachers	- Year 1 to Year 8
Guided Reading Record sheets	- FS 2 & Year 1 to Year 5
Individual Learning Plans (ILPs; IEPs)	- 'At-risk' Students for all Year groups
Student Progress Reports	- All Year groups
Learning Ladder Reports for Reading	- All Year groups
Library Activity record	Years 5 and 6

Department meetings and Literacy planning sessions are used to monitor student needs and program planning. Online trackers are used for consolidation of data of Phonic assessments in KS1 and Globed Achieve in KS1, KS2 and KS3

THE ROLE OF THE TEACHER

At the Westminster School, we expect teachers to:

- Establish a language-rich environment in the classroom where print/electronic media is presented in natural and meaningful contexts.
- Read to students every day in FS and lower primary classes from a range of literature that extends students' literary experiences.
- Foster an enjoyment and love of reading.
- Present students with a wide range of reading materials.
- Use appropriate assessment strategies and monitor reading development.
- Use appropriate means of recording information about students.
- Plan and implement programs and activities based on student needs.
- Provide intervention strategies for 'at risk' students.
- Ensure that students have the opportunity to read independently every day.
- Provide opportunities for individual conferences where students discuss aspects of their reading.
- Model, discuss and teach reading strategies which will assist students to decode and make meaning of text.
- Teach students how to monitor the effectiveness of various reading strategies.
- Encourage students to respond to and reflect on texts critically.
- Encourage students to take risks while making meaning.
- Emphasise strengths rather than weaknesses.
- Inform parents of student progress.
- Participate in a range of professional development activities to ensure a good understanding of the theory and strategies associated with teaching students to read.
- Use World Book Online website to inculcate reading habits and research skills amongst students.
- Use 3asafeer/Nahal and Nahel Arabic Online Reading Programme effectively to raise standards in Arabic.

ROLE OF THE STUDENTS

We encourage students to:

- Participate in the English lesson every day.
- Participate in the Reading/Library lesson every week.
- Read at home.
- Engage in reading activities.
- Enjoy reading (or to appreciate that reading should be enjoyable).
- Borrow books from the classroom and the school library (Year 6 -13).
- Share new found knowledge.
- Practice and consolidate reading skills in learning centers.
- Be self-motivated to read for pleasure or for a purpose.
- Consider books/eBooks as a major source of information.
- Select, monitor, use and reflect on appropriate strategies for different reading purposes.
- Use reading to enter worlds beyond personal experience.
- Use World Book Online website to inculcate reading habits and research skills ☑ Respond sensitively and perceptively to literature.
- Identify likes and dislikes about different texts and authors; articles and justify opinions.
- Reflect on and respond to texts critically, providing different levels of interpretation and points of view.
- Recognise and describe the purpose and structure of different genres.
- Read a text to find the main idea and key information.
- Formulate and apply research skills using different texts.
- Use 3asafeer/Nahal and Nahel Arabic Online Reading Programme effectively to improve reading in Arabic.

ROLE OF PARENTS

We encourage parents to:

- Support classroom practice by encouraging students to read at home and borrow from a local/online library.
- Read to children in first language if preferred, to encourage a love of reading.
- Assist teachers by providing insights into their children reading behaviours at home.
- Recognise and be proud of their children successes in reading.
- Use 3asafeer/Nahal and Nahel Arabic Online Reading Programme effectively to support their children to improve in Arabic.

COMMITMENT TO REVIEW

This Policy will be monitored and reviewed annually by the Subject Leaders (languages), Librarians and SLT members at TWS and/or in the light of changes to the National Curriculum requirements and DSIB regulations.