Procedure for teaching reading and spelling through a synthetic phonics first approach

When	What	GPCs	Tricky words	Assessment
Nursery Throughout the year	Tuning in to environmental sounds Instrumental sounds Rhythm and rhyme Body percussion Alliteration Voice sounds	N/A	N/A	 These six aspects of pre- reading skills are planned for throughout all areas of the curriculum They form part of the daily practice of all practitioners in the Nursery and children are continually assessed for progress Children whose language is cause for concern are identified early and referred to the Nursery+ team Termly CPMs are used to discuss children whose language development is cause for concern and actions are agreed; these include: referral to SALT, completion of language link assessment, discussion with parents, individual targets for specific children
Summer term YN	Oral blending and segmenting In the term before children start school, the Nursery teachers include oral blending and segmenting games and activities for groups of			Assessment: At the end of year CPM, children who are unable to orally blend and segment are recorded on the CPM and passed on to the YR teachers.
	children in the daily planning.	D		

Reception

- Images and mnemonics for digraphs and trigraphs have been specifically selected and should not be changed. Photographs have been used with exception for 'oo' digraph (Zoom on a broom). This is to support the development of new language, information provided by 'iCan' 'Teaching children new words' publication. In order for children to learn language most effectively they must first experience the real object, followed by a model to a photograph then illustration.
- Makaton alphabet signs are to be taught with ALL single letter sounds. Videos of all Makaton alphabet signs can be found in the S:drive Phonics Makaton alphabet signs.
- Makaton alphabet sign images are to be used on flashcards and working wall when teaching single letter sounds. Images of objects are not to be used in wave 1 teaching when learning single letter sounds.
- Tricky words are to be taught in Week 1 of phonics learning, tricky words must be learnt before any phonically decodable books are sent home with the children.
- Children must only be sent home with appropriate phonically decodable reading books, they must be able to decode all graphemes in their chosen book. Phonically decodable reading books are grouped by Phase and Set further information on this can be found in the S:drive Book Categories.
- In line with DfE guidance, children will also take home a story book each week that is not yet phonically decodable 'Teachers and parents should continue to maximise opportunities for pupils to hear and talk about a rich and diverse range of stories and songs that are not yet decodable by the pupils

thems	themselves.' (DfE Educational Hub, 2021)							
Autumn 1 YR	Phase 2 Teach GPCs (name and sound) Teach Makaton alphabet sign for all single letter sounds Teach letter formation of GPCs using continuous cursive script Teach tricky and HF word recognition Read words and captions containing words made up from GPCs and tricky words taught as they are learned Write CVC words Learn the alphabet using the alphabet song	Wk1 – All Phase 2 tricky words to be taught. Wk2 - set 1: s a t p Wk3 - set 2: i n m d Wk 4 - set 3: g o c k Wk 5 - set 4: ck e u r Wk 6 – All Phase 3 tricky words to be taught.	Phase 2 Tricky words: I, no, go, to, the, into, is, and, has, his, her, she, he, as, of, we, me, be High Frequency words: A, an, as, at, if, in, is, it, of, off, on, can, dad, had, back, and, get, big, him, his, not, got, up, mum, but, put	 Daily ongoing assessment: In continuous provision, any child not recognising graphemes learnt will be flashcarded. In continuous provision, any child not using GPCs will be targeted. Phonically decodable reading books are introduced as a whole class intervention. During every phonic session any child not picking up new learning will be targeted during free learning to 'catch up' with the teacher. Weekly actions: Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. From Wk 2, each child 1x per week. Children take home a picture story book 1xper week. Phonics focused activity provided for children to access during Continuous Provision. Half-term summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently. Children's progress with GPCs and tricky words learned so far is assessed at the end of the half term and an intervention with the TA begins in Autumn 2 to revise Autumn 1 GPCs and tricky words. This information is also used to determine which Phonically Decodable reading book each child will take home. Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions are agreed and recorded on Qu 3 of the CPM. 				
Autumn 2 YR	Complete phase 2 and begin phase 3		Phase 3	Daily ongoing assessment:				
	Teach phase 2/3 letter graphemesTeach letter formation of digraphs and	Wk1: Phase 2 & 3 letters and	Tricky words:	In continuous provision, children will be flashcarded graphemes learnt.				

	 trigraphs using continuous cursive script. Review Phase 3 tricky words. Support Phase 3 HF word recognition During phonics session, read and write words and captions containing words made up from GPCs and tricky words taught as they are learned. When reading phonically decodable books, with support, begin to read vc, cv and cvc words with the GPCs taught so far Learn the alphabet using the alphabet song Picture story books to be sent home with children 1xper week. Children are given 1x phonically decodable reading book per week. Each book must follow the teaching program and must not contain any graphemes not taught. Teach the grammar rules for sentence writing (capital letter, full-stop, finger spaces) Parent workshop to support parents with reading TO and listening TO their children at home. Phase 2 graphemes handed out after phonics workshop to support home 	sounds and tricky words to be reviewed. Wk 2 - set 5: h b f ff I II ss Wk 3 - set 6: j v w x Wk 4 - set 7: y z zz qu Wk 5 - digraphs and trigraphs: ch, sh, th, ng	Was, you, they, my, by, all, are, sure, pure High Frequency words: Will, that, this, then, them, with, see, for, now, down, too	 During every phonic session any child not picking up new learning will be targeted during Continuous Provision to 'catch up' with the teacher Teachers continue to monitor pupils' ability to apply learned GPCs to blend to read. Phonically decodable reading activities are provided in every phonics lesson. Weekly actions: Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. Each child 1x per week. Children take home a picture story book 1xper week Children take home a phonically decodable reading book 1xper week. Phonics focused activity provided for children to access during Continuous Provision. Half-term summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently Children's progress with GPCs and tricky words learned so far is assessed at the end of the half term and the TA's intervention group is adjusted according to need and continues in Spring 1 Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions
	learning.			are agreed and recorded on Qu 3 of the CPM.
Spring 1 YR	Phase 3	Wk1: Phase 2 &	Tricky	Daily ongoing assessment:
	Teach phase 3 letter graphemesTeach letter formation of digraphs and	3 letters and sounds and	words: Revise all	In continuous provision, children will be flashcarded graphemes learnt.
	trigraphs using continuous cursive script.	tricky words to		 During every phonic session any child not picking up new
	Review phase 2 & 3 tricky and HF words	be reviewed.	High	learning will be targeted during Continuous Provision to
	 During phonics session and entry to school, read and write words and captions 	digraphs and	Frequency words:	'catch up' with the teacherTeachers continue to monitor pupils' ability to apply

	 containing words made up from GPCs and tricky words taught as they are learned When reading phonically decodable books, with support, begin to read vc, cv and cvc words with the GPCs taught so far Begin to write labels, using some clearly identifiable letters and starting to represent some sounds Children are given 1x phonically decodable reading book per week. Each book must follow the teaching program and must not contain any graphemes not taught. Picture story books to be sent home with children 1xper week. Review the grammar rules for sentence writing (capital letter, full-stop, finger spaces) Children introduced to sentence starter: 'I can see' 	trigraphs: Wk 2:ai, ee, igh, oa Wk 3: oo, oo, ar, or, Wk 4: ur, ow, oi, ear Wk 5: air, er	Will, that, this, then, them, with, see, for, now, down, too	 learned GPCs to blend to read. Phonically decodable reading activities are provided in every phonics lesson. Weekly actions: Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. Each child 1x per week. Children take home a picture story book 1xper week Children take home a phonically decodable reading book 1xper week. Phonics focused activity provided for children to access during Continuous Provision. Half-term summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently Children's progress with GPCs and tricky words learned so far is assessed at the end of the half term and the TA's intervention group is adjusted according to need and continues in Spring 2 Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions are agreed and recorded on Qu 3 of the CPM.
Spring 2 YR	 Complete phase 3 Teach phase 3 letter graphemes Teach letter formation of digraphs and trigraphs using continuous cursive script. Review phase 2 & 3 tricky and HF words During phonics session and entry to school, read and write words and captions containing words made up from GPCs and tricky words taught as they are learned When reading phonically decodable books, with support, begin to read vc, cv 	Wk1: Review Phase 3 – ai, ee, igh. oa, oo, oo, ar, or & segmentation for spelling Wk2: Review Phase 3 – ur, ow, oi, ear, er, air & two- syllable words		 Daily ongoing assessment: In continuous provision, children will be flashcarded graphemes learnt. During every phonic session any child not picking up new learning will be targeted during Continuous Provision to 'catch up' with the teacher Teachers continue to monitor pupils' ability to apply learned GPCs to blend to read. Phonically decodable reading activities are provided in every phonics lesson. Upon entry to school children complete 'morning writing'

	 and cvc words with the GPCs taught so far Begin to write labels, using some clearly identifiable letters and starting to represent some sounds Children are given 1x phonically decodable reading book per week. Each book must follow the teaching program and must not contain any graphemes not taught. Picture story books to be sent home with children 1xper week. Children will have experience of reading and writing simple 2 syllable words and captions in phonics sessions Review the grammar rules for sentence writing (capital letter, full-stop, finger spaces) Children introduced to 'morning writing' activity (picture provided with space for children to write about what they see). 	Wk3: Words with two or more digraphs Wk4: longer words, words ending in –ing Wk5: longer words, words ending with 's' pronounced 'z' Practising writing captions and sentences.		 activity. Weekly actions: Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. Each child 1x per week. Children take home a picture story book 1xper week Children take home a phonically decodable reading book 1xper week. Phonics focused activity provided for children to access during Continuous Provision. Half-term summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently Children's progress with GPCs and tricky words learned so far is assessed at the end of the half term and the TA's intervention group is adjusted according to need and continues in Summer 1. Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions are agreed and recorded on Qu 3 of the CPM. If the RAG rating indicates insufficient progress, a child is added to the RON and IEP targets are drafted and shared with parents.
Summer 1 YR	 Teach phase 4 and consolidate phases 2 & 3 Consolidate all GPCs learned so far and practice reading and writing them in sentences Teach reading and spelling words containing adjacent consonants (ccvc and cvcc) Teach reading and spelling polysyllabic words Review the grammar rules for sentence writing (capital letter, full-stop, finger 	No new GPCs Wk1: short vowels CVCC Wk2: Short vowels CVCC CCVC Wk3: Short vowels CCVCC CCCVC CCCVCC Wk4: longer words	Phase 4 Tricky words: Said, have, like, so, do, some, love, come, were, here, says, there, little, one, when, out, today,	 Daily ongoing assessment: In continuous provision, children will be flashcarded graphemes learnt. During every phonic session any child not picking up new learning will be targeted during Continuous Provision to 'catch up' with the teacher Teachers continue to monitor pupils' ability to apply learned GPCs to blend to read. Phonically decodable reading activities are provided in every phonics lesson. Upon entry to school children complete 'morning writing'

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 spaces) Children are given 1x phonically decodable reading book per week. Each book must 	Wk5: words ending in ing, ed, est	what	 activity. Teachers will assess daily whether children can: Use the GPCs they have been taught: they now have one
follow the teaching program and must not contain any graphemes not taught. • Picture story books to be sent home with children 1xper week.			grapheme for all 42 phonemes and should be beginning to use them in their independent writing as well as when guided to write in phonics sessions • Blend to read and segment to spell cvc words Spell phase 2, 3 tricky words accurately within writing Weekly actions: • Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. Each child 1x per week.
			 Children take home a picture story book 1xper week Children take home a phonically decodable reading book 1xper week. Phonics focused activity provided for children to access during Continuous Provision.
			 Half-term summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently
			 Children's progress with GPCs and tricky words learned so far is assessed at the end of the half term and the TA's intervention group is adjusted according to need and continues in Summer 2.
			 Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions are agreed and recorded on Qu 3 of the CPM. If the RAG rating indicates insufficient progress, a child is added to the RON and IEP targets are drafted and shared with parents.
			 Interventions will continue as before: Supportive resources sent home with parents to consolidate class learning and complete further practice at home

Summer 2	Consolidate phases 2, 3 and 4	No new GPCs	Daily ongoing assessment:
YR	 Spell phase 2, 3 and 4 tricky words accurately when writing Consolidate all GPCs learned so far and practice reading and writing them in sentences Teach reading and spelling words containing adjacent consonants (ccvc and cvcc) Teach reading and spelling polysyllabic words Review the grammar rules for sentence writing (capital letter, full-stop, finger spaces) Write simple sentences with capital letters and full-stops, using GPCs and tricky words learned so far. Leave spaces between words in phonics sessions and guided writing sessions and do this with increasing independence. Children are given 1x phonically decodable reading book per week. Each book must follow the teaching program and must not contain any graphemes not taught. Picture story books to be sent home with children 1xper week. 	Wk1: Long vowel sounds CVCC CCVC Wk2: Long vowel sounds CCVC CCCVC CCV CCVCC	 In continuous provision, children will be flashcarded graphemes learnt. During every phonic session any child not picking up new learning will be targeted during Continuous Provision to 'catch up' with the teacher Teachers continue to monitor pupils' ability to apply learned GPCs to blend to read. Phonically decodable reading activities are provided in every phonics lesson. Upon entry to school children complete 'morning writing' activity. Teachers will assess daily whether children can: Use the GPCs they have been taught: they now have one grapheme for all 42 phonemes and should be beginning to use them in their independent writing as well as when guided to write in phonics sessions Blend to read and segment to spell cvc words Children should begin to write phase 4 tricky words within writing Spell phase 2, 3 tricky words accurately within writing Weekly actions: Teachers monitor pupils' ability to apply learned GPCs through reading 1:1 with children. Each child 1x per week. Children take home a picture story book 1xper week Children take home a phonically decodable reading book 1xper week. Phonics focused activity provided for children to access during Continuous Provision. End of year summative assessment: An independent piece of writing is completed and assessed for progress in phonics and tricky words application when writing independently

	 Children's progress with GPCs and tricky words learned so far is assessed at the end of the Summer term and informs the teacher assessment judgements. The gaps in children's knowledge is passed on to the Y1 teacher and the KS1 team sets intervention groups in consultation with the FS team, which begin immediately in September Children whose phonics learning is giving cause for concern are discussed at the Summer CPM and individual actions are agreed and recorded on Qu 3 of the CPM, which is passed to the Y1 teacher. If the RAG rating indicates insufficient progress, a child is added to the RON and IEP targets are drafted and shared with parents.
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			Year	1	
Autumn 1 Y1	•	Revisit and revise all elements of phase 2, 3 and 4 Children's reading books are matched to their reading ability	No new GPCs	Revise reading and spelling phase 2, 3 & 4 words	Interventions: Children identified at the end of reception as not working at age related standard are targeted across the key stage, depending on the gaps identified. These children will attend YR phonics learning where possible. Daily ongoing assessment: A daily phonics lesson is delivered when children's progress is continually assessed. Children not acquiring new knowledge are targeted in various ways: Wave 1 teaching 1:1 reading with T, TA, volunteer Guided group reads — books specifically selected to address gaps Whole class reading sessions Guided writing sessions Exploring books
Autumn 2 Y1	•	Teach new graphemes for reading x 4 per	Phase 5, set 1:	Phase 5	Interventions:
		week	/ai/ ay – play	Tricky	Children identified as not working at age related standard are
	•	Teach recognising syllables in words	/ow/ ou – cloud	words:	targeted across the key stage. These children will attend YR

	0	0		and a second second
	 Practise reading and spelling words with adjacent consonants and newly learned graphemes Practise reading and spelling tricky, HF and 	/oi/ oy – toy /ea/ ea – each /ur/ ir – bird /igh/ ie – pie /oo/ /yoo/ ue – blue, rescue	Their, people, oh, your, Mr, Mrs, Ms, ask, could, would, should, our, house,	 phonics learning where possible. Daily ongoing assessment: A daily phonics lesson is delivered when children's progress is continually assessed. Children not acquiring new knowledge are targeted in various ways:
	their reading ability	/yoo/ u - unicorn Phase 5, set 2: /oa/ o - go /igh/ I - tiger /ai/ a - paper /ee/ e - he /ai/ a-e - shake /igh/ i-e - time /oa/ o-e - home /oo/ /yoo/ - u-e - rude, cute /ee/ e-e - these /oo/ /yoo/ ew - chew, new /ee/ ie - shield /or/ aw - claw	mouse, water, want, any, many, again, who, whole, where, two, school, call, different, thought, through, friend, work, one, because, laugh, eye, busy, beautiful, pretty, hour, move, improve,	 1:1 reading with T, TA, volunteer Guided group reads – books specifically selected to address gaps Whole class reading sessions Guided writing sessions Exploring books Summative assessment: Children's progress in reading and spelling is assessed at the end of the Autumn term and informs the teacher's decisions on intervention groups and actions for PTPs and qu 3 of CPMs Children whose phonics learning is giving cause for concern are discussed at the Autumn CPM and individual actions are agreed and recorded on Qu 3 of the CPM. If the RAG rating indicates insufficient progress, a child is added to the RON and IEP targets are drafted and shared with parents.

Spring 1 Y1	Reading	i – fin find	Monday,	Interventions:
Spring 2 Y1	Teach alternative pronunciation of	o – hot cold	Tuesday,	Children identified as not working at age related standard are
Summer 1 Y1	graphemes for reading x3 to 4 per week	c - cat cent g – got giant	Wednesday, Thursday,	targeted across the key stage. These children will attend YR phonics learning where possible.
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	Year 2					
Y2	 Y2 children continue to have a daily 20 minute taught session. It follows the statutory and non-statute guidance in the spelling appendix of the English National Curriculum Y2 and Y1 children in mixed age classes are separated for their phonics/spelling sessions Children's reading books are matched their reading ability 	guidelines tory ne es ng	Spell: Mr, Mrs, people, oh, looked, called, their, asked Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday See NC spelling list for Y2	Interventions: Children who did not pass the phonics screen or were identified as having difficulties with blending or segmenting, despite scoring 32+, are targeted for interventions after the June phonics screen, which continue in September of Y2, these interventions run with TAs. Progress is discussed weekly with teachers and groups are adjusted according to identified need. Daily ongoing assessment: A daily spellings lesson is delivered when children's progress is continually assessed. Children not acquiring new knowledge are targeted in various ways: Wave 1 teaching 1:1 reading with T, TA, volunteer Guided group reads — books specifically selected to address gaps Whole class reading sessions Guided writing sessions Added to the morning intervention groups Exploring books CT checks children's reading choices and ensures they		

	match their reading ability
	Summative assessment:
	 Children's progress in reading and spelling is assessed at
	the end of the each term and informs the teacher's
	decisions on intervention groups and actions for PTPs and
	qu 3 of CPMs
	• Children whose progress in reading and/or spelling is giving
	cause for concern are discussed at CPMs and individual
	actions are agreed and recorded on Qu 3 of the CPM or on
	IEPs. If the RAG rating indicates insufficient progress, a
	child is added to the RON and IEP targets are drafted and
	shared with parents.

			Year	r 3	
Y3	•	Y3 spelling teaching follows the statutory and non-statutory guidance in the spelling appendix of the English National Curriculum Children's reading books are matched to their reading ability	See NC guidelines	Y3/4 as per the NC spelling appendix	 Project X reading intervention completed in afternoons with targeted children. Progress is discussed weekly with teachers and groups are adjusted according to identified need. These children will also have an individualised programme of support agreed with the SENDCO and school's dyslexia friendly strategies will be in place. Y3 children attaining WTS at the end of KS1 continue to receive an afternoon intervention to consolidate phase Phase 3 Interventions run with TA. Y3 children attaining WTS at the end of KS1 continue to receive a daily intervention to consolidate phase 5: Further graphemes for reading Alternative pronunciations for graphemes Practising recognition of graphemes in reading words CT checks children's reading choices and ensures they match their reading ability

	Year 4					
Y4	 Y4 spelling teaching follows the statutory and non-statutory guidance in the spelling appendix of the English National Curriculum Children's reading books are matched to their reading ability 	See NC guidelines	Y3/4 CEW as per the NC spelling appendix	 Children identified at the end of Y3 lacking automaticity in their phonic recall are targeted from September to continue with the Toe by Toe intervention, these interventions run from 11:45 – 12:00pm with TAs. Progress is discussed weekly with teachers and groups are adjusted according to identified need. These children will also have an individualised programme of support agreed with the SENDCO and school's dyslexia friendly strategies will be in place. Y4 children still assessed at WTS continue to receive a regular intervention to improve their fluency as readers: Guided reading with TA 1 x weekly 1:1 read with CT 2 x weekly (+volunteer readers) CT checks children's reading choices and ensures they match their reading ability 		

			Year	5/6	
Y5/6	•	Y5/6 spelling teaching follows the statutory and non-statutory guidance in the spelling appendix of the English National Curriculum Children's reading books are matched to their reading ability	See NC guidelines	Y5/6 word list as per the NC spelling appendix	 Interventions: Children identified at the end of Y4 lacking automaticity in their phonic recall will be using alternative means of reading and writing, including the use of IT: I pads using voice activated software Specialist reader pen technology An individualised programme of support agreed with the SENDCO school's dyslexia friendly strategies will be in place. Children identified onto Project X reading group intervention Y5 children still assessed at WTS continue to receive a regular intervention to improve their fluency as readers:

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				 Guided reading with TA 1 x weekly 1:1 read with CT 2 x weekly(+volunteer readers) CT checks children's reading choices and ensures they match their reading ability
Y6	Y6 spelling teaching follows the statutory and non-statutory guidance in the spelling appendix of the English National Curriculum	See NC guidelines	Y5/6 word list as per the NC spelling appendix	 Interventions: Y6 children still assessed at WTS continue to receive a regular intervention to improve their fluency as readers. These may include: Guided reading with TA 1 x weekly (Project X) Language for thinking 1x weekly Reading mentoring 1:1 read with CT CT checks children's reading choices and ensures they match their reading ability

Assessment
in reading
skill across
KS2

Daily ongoing assessment:

- A daily English lesson (including some discreet spelling and grammar lessons) is delivered when children's progress is continually assessed. Children not acquiring new knowledge are targeted in various ways:
 - Wave 1 teaching
 - 1:1 reading with T, TA, volunteer
 - Guided group reads books specifically selected to address gaps
 - Whole class reading sessions
 - Guided writing sessions
 - Intervention groups
 - Exploring books

Summative assessment:

- Children's progress in reading and spelling is assessed at the end of the each term and informs the teacher's decisions on intervention groups and actions for PTPs and qu 3 of CPMs
- Children whose progress in reading and/or spelling is giving cause for concern are discussed at CPMs and individual actions are agreed and recorded on Qu 3 of the CPM or on PTPs. If the RAG rating indicates insufficient progress, a child is added to the RON and PTP targets are drafted and shared with parents.