

St Agnes Academy flying high

KernowLearning

Building Excellent Schools Together

Writing Policy

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	LGB
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School or Trust policy:	School Policy

Meeting your communication needs:

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Introduction

This policy sets out the aims of Writing and how it is taught, assessed, and reported on as well as the roles and responsibilities staff have in ensuring that these aims are fully met.

The writing lead is Emma Lawton and has written this policy in consultation with teaching staff.

This policy should be read alongside the Handwriting Policy and Reading Policy.

Aims of the National Curriculum

- acquire a wide vocabulary, an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language
- write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences

At St Agnes Academy we strive to fulfil the aims of the national curriculum and also to:

- provide a language rich environment that promotes a love of words
- value and celebrate diversity through writing
- ensure all our children view themselves as writers
- ensure that writing is embedded throughout the curriculum
- ensure that children have the tools to write effectively beyond the GPS curriculum
- ensure that our children understand that they can effectively and powerfully communicate their ideas, opinions and feelings through writing

Curriculum Organisation:

Handwriting

We believe that it is vital for children to be able to write fluently. If children still need to focus on how to form and join letters, there will be significant cognitive load meaning that they will be less able to focus on compositional skills.

Teachers must model handwriting in all subjects in-line with their year group's style and using lined paper to help teach orientation and sizing.

Children will use blank paper when learning to form letters, single wide lines when learning to orientate and wide lines when learning to size letters. When children are ready in KS1, they use handwriting lined books and continue to do so into KS2 until they are ready to move to normal 8mm lined books.

Children are taught daily handwriting in EYFS and KS1 and the 3 times a week in Y3 and twice a week in Y4. Children who have not yet mastered fluent handwriting are given intervention to help them catch up.

For additional information on handwriting including year group expectations and timings, please refer to the Handwriting Policy.

Spelling

Focused spelling patterns and rules are mapped out for each half term on the English Unit Plans.

RWI

- EYFS-Y2, children are taught to apply their phonic knowledge to spell during RWI lessons
- EYFS-Y2 children are taught specific 'red words' (words which cannot be spelt using known phonics)

Common Exception Words

- Children are taught about 10 common exception words each half term (see English Unit Plans)
- Children are tested every 3 weeks on the common exception words taught so far
- Children are taught 3 appendix words every week in discrete spelling lessons

Spelling pattern and Rules

- The half-termly spelling patterns and rules to be taught are mapped out for each half term on the Termly English Overviews
- Y3-Y6 use No Nonsense Spelling to teach the spelling rules and patterns

Additional Strategies

- Spelling Logs-Y3-Y6 children should have a Spelling Log where they record spellings that they find tricky or have got wrong when writing. This helps to ensure children are developing independent strategies for correction and to 'know' themselves as spellers
- Spelling cards-for each Talk for Writing unit, words that are common to the content and/or genre which are likely to be used but misspelt should be explicitly taught first and then given to the children on Spelling Cards. These cards should be used during writing and after in the proof-reading stage.
- Word Lists-common exception or other tricky words must be displayed and available to the children when writing and proof-reading

Assessment and Feedback of Spelling

- Spellings which should be spelt correctly because they have been previously taught should be underlined in green pen and the child given opportunity to correct in purple pen. For EYFS-Y2, this will mainly focus on application of taught phonics and the correct spelling of taught common exception words.
- If a child wants to use a word but is unsure of the spelling, so as not to break the writing flow, they underline with a dotted line and come back to at the end.
- When spelling a word to a child, teachers should use letter names, unless spelling a phonetically decodable word.
- Teachers should segment words when supporting a child with a spelling i.e. breaking words into syllables and encouraging the children to apply their knowledge of phonics and morphology to spell each part.

Grammar and Punctuation

We believe that having good technical control over writing promotes creativity as well as ensuring clarity, as children are more confident to manipulate features for effect.

Grammar and punctuation objectives are mapped out in our Termly English Overviews. The objectives are taught both discretely as practise and within the context of the Talk for Writing unit.

Focused grammar and punctuation objectives are exemplified through the model text and shared writing. so that children understand how to apply them.

When co-constructing the toolkits for each Talk for Writing unit, teachers must write the underpinning grammar in green pen, the writing 'tool' in black/blue, and the example from the model text in red.

When discussing texts, teachers must use the correct terminology e.g. 'Adjectives' and not 'describing words'

Y1-Y6, 'Fast 4' SPaG slides. These are 4 grammar and punctuation questions which revise previous learning. Teachers can do one question per lesson or all 4 over the course of each week.

Dictations

Each year group is expected to do weekly dictations or 'hold a sentence. These dictations should include focus spellings (common exception words and taught rules) as well as recently taught grammar and punctuation. For more information on dictations, please refer to our Handwriting Policy.

Talk for Writing

At St Agnes Academy, children are immersed in Talk for Writing from EYFS to Year 6. It is taught in 3 distinct stages (Imitation, Innovation and Independent Application) which systematically builds towards real independent writing.

Talk for Writing is taught daily for 1 hour in all year groups. In EYFS and Y1 however, the hour maybe divided into smaller chunks as appropriate.

A long-term plan for writing maps out the text types, toolkit focus and independent application link to the wider curriculum. An extract of this long-term plan can be seen below (the full document is in the Talk for Writing folder in English on SharePoint – St Agnes Teachers and also in the **appendices of this policy**)

	St	Agnes /	Acade	my						*	n * ;	7,
6		ing Long Term	Plan Autur	- 2	- Con	ing 1	- Con	ing 2	Sumr	4	Summ	2
								-				
EYFS overview	Fiction	Non-fiction	Fiction	Poetry	Fiction	Non-Fiction	Fiction	Non-fiction	Fiction	Love that Book	Fiction	Poetry
EYFS	Little Red Hen	Little Red Hen's Diary Recount	Dear Zoo	Christmas is	Three Billy Goats Gruff	How to trap a troll Instructions	The Gingerbread Man	Gingerbread Men! Information	The Very Hungry Caterpillar	Love that Book	Sleepy Bumblebee	The Bee Spine poetry
Year 1-5 overview	Fiction	Short Burst Writing	Non-Fiction	Poetry	Fiction	Short Burst Writing	Non-fiction	Invention	Fiction	Love that Book	Non-fiction	Poetry
Year 1	3 Little Pigs Conquering the monster tale Focus: Character	Short Burst Toolkits into paragraphs Focus: Description	Postcard from 3 Little Pigs Recount Curriculum linked invention- Postcard from St Agnes	Alliterativ e animal alphabet	The Magic Porridge Pot Finding tale Focus: Settings	Short Burst Poetry into prose Focus: Description	How to make magic porridge Instructions Curriculum linked invention- Fruit kebabs	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	Monkey See, Monkey Do Journey tale Focus: Description	Love that Book	Naughty Monkeys! Non- chronological report Curriculum linked invention-The lemurs of Honk Kong	The Picture
Year 2	Jack and the Beanstalk Portal tale Focus: Setting	Short Burst Toolkits into paragraphs Focus: Character	Giant's Diary Recount Curriculum linked invention- Diary from Great Fire of London	Ten things found in a giant's pocket	Kaseem and the greedy dragon Warning tale Focus: Description	Short Burst Poetry into prose Focus: Description	Dragons! Non- chronologica l report Curriculum linked invention Australian animals	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	The Magic Paintbrush Finding tale Focus: Character	Love that Book	Protect Black Rock Persuasion Curriculum linked invention-Look after our beaches	Eye spy with my rainbow eye

The long-term plan ensures that there is a balance of fiction, non-fiction and poetry. Each fiction unit focuses on a particular structure so that children build their knowledge of story types: Conquering the monster tale, portal tale, warning tale, journey tale, finding tale, rags to riches and tale of fear. For each fiction unit there is a focus called a Toolkit. There are 7 main toolkits: Settings, Suspense, Action, Description, Characterisation, Dialogue and, Openings and Endings.

The writing focus (toolkit) drives each unit and is built upon each year so that children increase the range and complexity of their writing tools.

Imitation

Children are introduced to a text and as a class learn it orally using a story-map and actions

Vocabulary work to ensure understanding of the model text and also improve vocabulary use when writing

Word and sentence level activities related to the text type

Short burst creative writing

Reading as a Reader-shared reading activities to ensure comprehension

Reading as a Writer-analysing the text to identify the 'writer's tools' (Toolkit)

Reading as a Writer-analysing the text to identify the underlying story plot or structure (boxing-up)

Innovation

Children use the underlying story-plot or structure of the model text to plan their own version. For younger children this may be only a change in character or setting but for older or more-able writers this may involve setting the story in a different time, telling it from a different view-point, changing the genre or planning a prequel or sequel. Different levels of innovation should be used to either scaffold or extend writing.

Younger children (EYFS-Y2) will use the class story map to make innovations on or use a story mountain. Older children will use a boxing-up method to help them with paragraphing.

Once planning is complete, the teacher uses shared writing from the class plan to exemplify the desired features (grammar, punctuation, vocabulary, sentence structures etc.) This is staged over 5 sessions so that there is a shard write for each section (opening, build-up, problem, resolution and ending) followed by the children writing their version of each section using their plan.

During this stage, guided and supported writing sessions should be used to either further scaffold or extend.

Independent Application

Having internalised and explored a model text and then written an adapted version during the innovation stage, children will then write independently. There is less teacher modelling and scaffolding in this stage although teachers will use children's innovated writing, to identify areas that require further focused teaching.

Children will plan, draft, improve, edit and publish independently.

Published writing will be recorded in the child's Independent Writing Book.

Talk for Writing in EYFS

At the beginning of EYFS, all children should be videoed 'telling a story' as a baseline.

From this baseline, every child should be recorded every term telling an innovated story to track progress in oral composition. Half the class should be recorded in the first half term and the other half in the second.

Children in EYFS orally learn the model text as a whole class like all other year groups.

Group activities consolidate the learning during RWI lessons focusing on letter formation and the application of phonics to spell.

Children are grouped as: Initial Sounds, Word Builders, Phrase Builders and Sentence Builders.

Teachers ensure that children move through each stage at an appropriate pace so that as many children as possible leave EYFS being able to write a 5 sentence story or non-fiction text.

After the imitation stage when children know the model text well and have had a go at practising key words/phrases/sentences from the model text they then move into the innovation stage. In this stage, the children use the story map to plan their own version of the class text, making simple substitutions such as the main character or the setting.

When the children have planned their story, they practice it orally, retelling it to adults and their peers. They then complete writing tasks based on their story: Practising initial sounds, building words, phrases, sentences or multiple sentences.

Children in EYFS do not do the independent application stage but should have daily opportunities for inventing stories.

Story invention stations should be a permanent feature of continuous provision.

Talk for Writing in EYFS and Y1

For younger children or indeed for weaker writers, there is a large gap between their ability to orally compose texts and their ability to write them down. Therefore, these children are taught these skills separately until they are ready to combine both. They will orally learn and innovate on the model text but will focus on basic transcription skills when writing. Over time, their ability to compose and transcribe texts will come together.

Assessment and Reporting

Writing is continually assessed and responded to through a range of feedback techniques. Formative assessment strategies are used to elicit gaps in learning and used to inform future planning.

We aim for our children to be able to independently assess their writing and that of their peers. To achieve this, we:

- use the marking code to model assessment.
- model how to proof-read and edit using the marking code.
- give our children planned opportunities to assess their own writing and that of their peers in the Independent Application stage of Talk for Writing
- use a Golden Toolkit Kit to help assess the year group expectations (Golden Toolkits should be displayed in every classroom)
- review the writing at the end of the innovation stage and plan short workshop-type lessons to address any areas of weakness or misconceptions before starting the Independent Application phase

A summative judgement on writing is given using teacher assessment at the end of each term. To ensure our judgements are secure, we participate in a range of moderation activities using the Babcock exemplification materials.

• Autumn Term – Trust Standardisation meeting followed by in-house moderation

- Spring Term cluster moderation followed by in-house moderation
- Summer term cluster moderation followed by in-house moderation

Termly summative judgements are recorded using Gradebooks.

Spelling, Punctuation and Grammar

Spelling, punctuation and grammar objectives are assessed within writing from Y1-Y6 as above.

Spelling, grammar and punctuation are assessed using a range of formative assessment strategies on a daily basis. Fast 4 SPaG slides revisit learning and offer opportunity for assessment of previously taught objectives to ensure understanding and memory.

In addition, Years 4-6 complete termly GAPS tests to track their progress towards age related expectations at the end of Year 6.

Dictations are completed weekly in every year group. Dictations should revise previously taught spelling, grammar and punctuation objectives. In Y1-2, 1 sentence will be dictated, in Y3-4 will do 2 sentences and Y5-6 will do 3 sentences.

Planning

- Medium Term Planning is submitted every half term and outlines the text type, focus toolkit and unit title, the weekly spelling objectives, the weekly grammar and punctuation objectives and the focus for speaking and listening. Medium Term Plans are created by the class teacher.
- Termly English Overviews map out the content to be covered in each half term these should be used to create the Medium Term Plan. Termly overviews are created by the English lead.
- Weekly planning is completed for Talk for Writing from EYFS-Y6. Planning is completed in phasesimitation, innovation and independent application. These phases last as long as is necessary with most fiction units taking approximately 25 days, fiction units taking between 15 and 20 days and poetry between 5 and 10 days.

The planning pro-forma **(See Appendices)** details information about disadvantaged pupils, the focus toolkit and everyday toolkit, the daily spelling activities, the grammar and punctuation warm-ups, the main teaching input, the independent pupil activities and the role of the teacher and TA throughout the lesson.

- EYFS use a separate weekly planning pro-forma (See Appendices)
- Weekly planning should be as detailed as is useful for the teacher but should follow the sequence detailed in the model planning pro-forma.

Resources

There are a range of resources to support writing across the school. The main ones are detailed below:

- RWI scheme to teach handwriting, spelling and sentence writing
- Fresh Start scheme as intervention for handwriting, spelling and sentence writing
- No Nonsense Spelling programme-on SharePoint
- Books to support the teaching of Talk for Writing-Jump Start Grammar, Jump Start Poetry, Jump Start Literacy, Creating Story Tellers and Writers, How to Teach Story Writing at KS1, How to Teach Fiction at KS2

Home Links

We value the support of our parents and carers and know that a strong partnership between school and home is the key to a child's success. Our families are informed about English through:

- Weekly English homework (please refer to the Homework Policy)
- Half-termly information regarding weekly spelling focus
- Website subject pages
- English year group expectations sent home at the beginning of the year
- Information evenings for parents on writing
- Termly open afternoons
- Parent consultation evenings
- Annual end -of-year reports

Roles and Responsibilities

Senior Leadership

The SLT are responsible ensuring that the school's curriculum is coherent and challenging and that subject leaders are confident and effective in leading their subject. The English Lead is Emma Lawton (deputy headteacher). The progress of Disadvantaged pupils and those with SEND is monitored closely by SLT and the SENDCo.

Subject Leader

The subject leader for English is Emma Lawton

It is the role of the subject leader to:

- Provide a vision for their subject
- Ensure that the subject vision is implemented effectively
- Provide a coherent curriculum that ensure progression
- Monitor and evaluate the impact of their curriculum
- Monitor the quality of teaching and learning in their subject
- Provide training, coaching and support for colleagues
- Ensure that the subject is appropriately resourced
- To keep up to date with local, regional and national developments in their subject area

For additional information on the role of subject leads, please refer to our Subject Leadership policy.

Teachers

It is the role of teachers to:

- Adhere to the guidance set out in this policy
- Teach the subject with passion and enthusiasm
- Uphold high standards of presentation
- Have high expectations of all pupils
- Provide opportunities to practise basic skills
- Provide feedback that helps the child to move forward
- Look after and return resources after use
- Seek advice and support from the subject lead when necessary

- Participate in training opportunities in order to improve practice
- Ensure that the teaching activities are accessible to all
- Take swift action, in identifying and reporting children to the SENDCo, who have fallen behind their peers
- Respond to the needs of disadvantaged pupils to ensure they make accelerated progress
- Respond to individual needs

Monitoring and Evaluation

English will be monitored regularly throughout the year and in a variety of ways. The information from monitoring activities informs our staff training and coaching programme and action plans.

Writing is monitored through:

Termly book looks

Termly planning scrutiny

Termly Moderation activities

Termly data drops

Progress meetings (Spring 1)

Continuing Professional Development

We are committed to continually improving the teaching of writing and provide a range of high-quality CPD activities each year including:

- Weekly coaching release
- Termly moderation 2 per term
- Regular support staff training
- Trust subject lead meetings 3 per year
- Talk for Writing consultancy support

Equal Opportunities

At St Agnes Academy, we are committed to providing a teaching environment which ensures all children are provided with the same learning opportunities regardless of social class, gender, culture, race, special educational need or disability. All children will be held to the same high expectations.

Teachers use a range of strategies to ensure inclusion and also to maintain a positive ethos where children demonstrate positive attitudes towards others.

Careful consideration will be given to ensure that resources promote positive images and avoid stereotyping and that children have access to books which positively represent our diverse population.

Inclusion

All children have the right to a high-quality education which caters for their needs. It is the responsibility of teachers to ensure that children can access learning and seek out the advice and support of the SENDCo if they cannot.

In English we use a range of strategies to ensure inclusion including:

- Adapting tasks
- Supporting children in small groups or one to one
- Requiring different outcomes e.g. voice recording rather than a written outcome
- Adapting resources to ensure access e.g. enlarging font, double spacing words, using coloured backgrounds or simplifying texts
- Giving feedback orally
- Using learning partners to promote peer support
- Providing focused, timely interventions
- Using other resources and/or seating arrangements to facilitate inclusion
- Actively considering the needs of all pupils when designing learning opportunities

Talk for Writing Long Term Plan

	Auti	umn 1	Autur	nn 2	Spr	ing 1	Spr	ing 2	Sumn	ner 1	Summ	er 2
EYFS overview	Fiction	Non-fiction	Fiction	Poetry	Fiction	Non-Fiction	Fiction	Non-fiction	Fiction	Love that Book	Fiction	Poetry
EYFS	Little Red Hen	Little Red Hen's Diary Recount	Dear Zoo	Christmas is	Three Billy Goats Gruff	How to trap a troll Instructions	The Gingerbread Man	Gingerbread Men! Information	The Very Hungry Caterpillar	Love that Book	Sleepy Bumblebee	The Bee Spine poetry
Year 1-5 overview	Fiction	Short Burst Writing	Non-Fiction	Poetry	Fiction	Short Burst Writing	Non-fiction	Invention	Fiction	Love that Book	Non-fiction	Poetry
Year 1	3 Little Pigs Conquering the monster tale Focus: Character	Short Burst Toolkits into paragraphs Focus: Description	Postcard from 3 Little Pigs Recount Curriculum linked invention- Postcard from St Agnes	Alliterativ e animal alphabet	The Magic Porridge Pot Finding tale Focus: Settings	Short Burst Poetry into prose Focus: Description	How to make magic porridge Instructions Curriculum linked invention- Fruit kebabs	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	Monkey See, Monkey Do Journey tale Focus: Description	Love that Book	Naughty Monkeys! Non- chronological report Curriculum link - Animal report linked to science	The Picture
Year 2	Jack and the Beanstalk Portal tale Focus: Setting	Short Burst Toolkits into paragraphs Focus: Character	Giant's Diary Recount Curriculum linked invention- Diary from Great Fire of London	Ten things found in a giant's pocket	Kaseem and the greedy dragon Warning tale Focus: Description	Short Burst Poetry into prose Focus: Description	Dragons! Non- chronologica l report Curriculum linked invention Australian animals	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	The Magic Paintbrush Finding tale Focus: Character	Love that Book	Protect Black Rock Persuasion Curriculum linked invention-Look after our beaches	Eye spy with my rainbow eye
Year 3	Little Red Riding Hood Warning tale	Short Burst Toolkits into paragraphs	How to survive in Big Bad Wolf Woods	lf I had wings	Krak the cobbler and Smok the dragon	Short Burst Poetry into prose	Super Heroes Non- chronologica	Invention of fiction or non- fiction drawing on narrative	The Manor House Story Plot Journey	Love that Book	Holiday at the Manor! Persuasion	My Secret

	Focus: Setting description	Focus: Action	Instruction Curriculum linked invention- How to survive in the Antarctic		Conquering the monster tale Focus: Character description and dialogue	Focus: Description	l report + explanation Curriculum linked invention-All about Volcanoes	structures and toolkits, and non-fiction genres taught so far	Focus: Suspense		Curriculum linked invention- Holiday in St Agnes!	
Year 4	Cinderella Rags to riches tale Focus: character description and dialogue	Short Burst Toolkits into paragraphs Focus: Openings	Prince Charming's biography Biographies Curriculum linked invention- Alexander Graham- Bell	My name T'zah Quarn	Elf Road Portal tale Focus: setting	Short Burst Poetry into prose Focus: Description	What is life like through different portal worlds? Non- chronologica l report + persuasion Curriculum linked invention- What is life like in the world's different biomes?	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	Adventure at Sandy Cove Finding tale Focus: Suspense and action	Love that Book	Should children be able to play where they want? Discussion Curriculum linked invention- Should children be able to bring devices into school?	The Magic Box
Year 5	Hansel and Gretel Conquering the Monster Tale Focus: Suspense and action	Short Burst Toolkits into paragraphs Focus: Openings	Fairy tale Britain Report Curriculum linked invention- Anglo-Saxon Britain	City of stars	The Amazon Warning Tale Focus: Characteris ation and Dialogue	Short Burst Poetry into prose Focus: Settings	Why did humans leave Earth? Explanation Curriculum linked invention- Why did the Cornish	Invention of fiction or non- fiction drawing on narrative structures and toolkits, and non-fiction genres taught so far	Perseus and Medusa Quest tale Focus: Character description and Dialogue	Love that Book	Should School Uniform be Banned? Discussion Curriculum Linked Invention	l've neverbut l've

						leave Cornwall?				Discussion linked to current affairs	
Year 6 overview		Autum	าท	Spr	ring 1	Spring 2/ Summer 1		Summ		er 2	
overview	Fiction	Non-fiction	Short Burst	Fiction	Non-Fiction	Short Units Fiction/non-fiction		ı	Love that Book	Non-fiction	Poetry
Year 6	Zelda Claw Tale of Fear Focus: Setting for atmosphere	Raincats hybrid Curriculum linked invention- Product for sustainable enterprise project	Short Burst Toolkit into paragrap Focus:	Gas Mask Portal story Focus: Description	Discussion- Hunger Games Should the Hunger Games be banned?	paragraphs				Teacher's autobiography Recount Curriculum linked invention- Memories!	l come from

N.B Y2-do instructions either in invention or LTB or science -Grow a plant, Use description toolkit when doing settings and character in KS2, make sure there is a focus on openings and endings in every text

25 Day Overview for Fiction

Cold Task Provide stimulus and establish the focus Activate learning and oral rehearsal	Hook Tell class story Map and learn + initial vocabulary work +SBW (Word work)	Map and learn + initial vocabulary work +SBW (Sentence work around toolkit or poetry to fuel Innovation)	Map and learn + initial vocabulary work +SBW (Sentence work around toolkit or poetry to fuel Innovation)	Map and learn + initial vocabulary work +SBW (Sentence work around toolkit or poetry to fuel Innovation)
Retell, perform and explore through drama +SBW (Sentence work around toolkit or poetry to fuel Innovation)	Retell, perform and explore through drama +SBW (Sentence work around toolkit or poetry to fuel Innovation)	Retell, perform and explore through drama +SBW (Paragraph work – combine tools learned thus far)	Retell, perform and explore through drama +SBW (Paragraph work – combine tools learned thus far)	Read as a Reader Explore extracts from the model and novels with same focus + response activity (e.g. drama, art, writing in role, etc.)
Read as a Writer Explore extracts from the model and novels with same focus and find/add tools +SBW using tools	Box up model text (Y2-6) Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)	Oral retelling to establish the narrative and warm up the tools and techniques	Innovate 1 – Opening Shared writing of class story and then guided support of their versions	Innovate 2 – Build up Shared writing of class story and then guided support of their versions
Innovate 3 - Problem Shared writing of class story and then guided support of their versions	Innovate 4 - Resolution Shared writing of class story and then guided support of their versions	Innovate 5 - Ending Shared writing of class story and then guided support of their versions	Address misconceptions from Innovations Possible SBW as required	Address misconceptions from Innovations Possible SBW as required
Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)	Explore new stimulus for Independent Application through poetry	Oral retelling Independent Application 1 Opening Build up	Oral retelling Independent Application 2 Problem Resolution	Oral telling Independent Application 3 Ending + Publishing

Ensure that you secure the basics through your daily editing and attention to the 'rule-kit'.

Non-Fiction 4-week unit (20 lessons)

Cold Task Provide stimulus and establish the focus Activate learning and oral rehearsal	Hook Tell class model text Map and learn + initial vocabulary work +SBW (Word work)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)
Map and learn +SBW (Paragraph work – combine tools learned thus far)	Map and learn +SBW (Paragraph work – combine tools learned thus far)	Read as a Reader Explore extracts from the model and texts with same focus + response activity (e.g. drama, art, writing in role, etc.)	Read as a Writer Explore extracts from other texts with same focus and find/add tools +SBW using tools	Box up model text (Y2-6) Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)
Innovate 1 – Introduction Shared writing of class text and then guided support of their versions	Innovate 2 – Main body Shared writing of class text and then guided support of their versions	Innovate 3 – Main body Shared writing of class text and then guided support of their versions	Innovate 4 - Conclusion Shared writing of class text and then guided support of their versions	Address misconceptions from Innovations Possible SBW as required
Address misconceptions from Innovations Possible SBW as required	Explore new stimulus for Independent Application - Real - Fantasy/made up - Curriculum	Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)	Independent Application 1	Independent Application 2

Ensure that you secure the basics through your daily editing and attention to the 'rule-kit'.

Non-Fiction 3-week unit (15 lessons)

Cold Task Provide stimulus and establish the focus	Hook Tell class model text Map and learn + initial vocabulary work +SBW (Word work)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)	Map and learn + initial vocabulary work +SBW (Word work and sentence work around toolkit)
Read as a Reader Explore extracts from the model and texts with same focus + response activity (e.g. drama, art, writing in role, etc.)	Read as a Writer Explore extracts from other texts with same focus and find/add tools +SBW using tools	Box up model text (Y2-6) Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)	Innovate 1 – Introduction Shared writing of class text and then guided support of their versions	Innovate 2 – Main body Shared writing of class text and then guided support of their versions
Innovate 4 - Conclusion Shared writing of class text and then guided support of their versions	Explore new stimulus for Independent Application - Real - Fantasy/made up - Curriculum	Circle Plan new ideas and either alter map (R/Y1) or complete box up and retell (Y2-6)	Independent Application 1	Independent Application 2

Ensure that you secure the basics through your daily editing and attention to the 'rule-kit'.

Y1-6 Talk for Writing Planning Pro-Forma



Literacy Planning

Imitation Phase

Text: Fiction/Non-Fiction/Poetry Focus: Non-fiction text type OR writing toolkit for fiction/poetry Model Text: Model text that is mapped Independent Application: If non-fiction this will be the curriculum linked piece. If fiction use the tale type e.g. portal tale. Y1 doesn't have this section (stops at innovation)

Preparation for the unit

Cold Task Assessments (do cold task at least 1 week before the unit)

assess their needs in terms of the text type and general writer's techniques/grammar and punctuation.

Focus Grammar and Punctuation

using the Toolkits, select the aspects of the focus you are going to teach and will also form part of your final toolkit. Use the Writing Progression to link your grammar and make a 'menu' of possible teaching points-sentence structures, word/language features, punctuation

Key words & phrases to teach as Vocabulary

Tier 2 vocabulary (book words) or Tier 3 words (technical vocabulary-usually in non-fiction), idioms (phrases like 'raining cats and dogs'). 8-10 words/phrases (any more and it will be too much to learn)

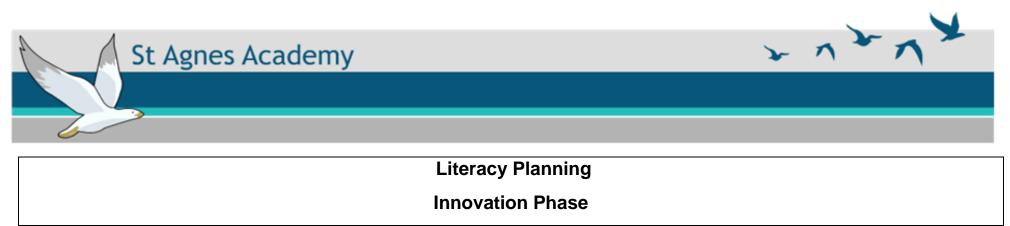
Spellings for Spelling card

Sessions	Spelling	Directed Teaching	Applying teaching:		Plenary:
Session 1	Spelling LO from NNS Teach	Hook Imitate the text Vocabulary – picture + word			Oral composition of sentence using new vocabulary
Session 2	Spelling LO from NNS	Retell the story with map and actions Main Warm up game to start the teaching Image: Comparison of the start			Marking every book using feedback marking code
Practice	Teach first aspect of focus	Guided TA May need more groups with early writers as scaffolding is more necessary	Guided T		
Session 3	Spelling LO from NNS	Retell the story with map and actions Warm up game to start the teaching	Main		SEND MAP HOME
	Assess	Teach first aspect of focus	Guided TA	Guided T	Marking every book using feedback marking code
Session 4+ May	Dictations	Retell the story with map and actions Warm up game to start the teaching Teach first aspect of focus	Main	Main	
need more essions			Guided TA	Guided T	
		Retell the story with map and actions	Main		

Session	Common	Warm up-revisit the vocabulary	Guided TA	Guided T	Marking every book using
5	exception words	Read as a Reader –			feedback marking code
		vocab revisiting, comprehension and focussed questions around the text			
		Use the model text to teach comprehension and get the children to answer questions related to the comprehension focus/s you are teaching.			
		Try to vary this so it's not just a list of comprehension questions. Use drama, writing in role, role on the wall etc			
		Model text stuck in books			
Session	Start spelling	Retell the story with map and actions	Main		Marking every book using
6	again-NNS objective	Warm up-oral word/sentence starter			feedback marking code
		Read as a Writer			
		With the children co-create:	Guided TA	Guided T	
		Toolkit – Revise the tools that have been taught for the focus and bank them onto your toolkit. Look for more tools in snippets of other quality texts/novels as appropriate.			
		Toolkit stuck in books			
Session	NNS spelling	Retell the story with map and actions	Main		Orally retell new version to a
7	objective	Warm up-oral word/sentence starter			partner
		Read as a Writer			
		With the children:			Marking every book using feedback marking code
1					

Box-up the text – for younger children or struggling writers use the story map to identify the structure and to plan innovation Use box-up grid to create an innovated model plan	Guided TA	Guided T	

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Text: Fiction/Non-fiction/poetry Focus: Text type/story type Innovation: Title Independent Application: Title

LEVELS OF INNOVATION-How will different groups innovate? Weaker/younger writers should substitute but more able can innovate in different ways-identify those ways here. Some ideas for innovation are: substitution, addition, alteration, genre switching, change of time/person/view, reorder (time slips and flash backs), write in the style of an author, sequels/prequels, blend story/text types

Spellings for Spelling card

Identify the words that will come up repeatedly in both the innovation and independent application-create a spelling card for the children, teach and display on washing line. Non-fiction will usually be Tier 3 vocabulary e.g. archaeologist, artefact, excavate

Sessions	Spelling	Directed Teaching	Applying teaching:		Plenary:	
Session 1	Spelling LO from NNS	Warm up game/skills revision	Main	Main		
	Teach	Show children part of the new map/boxing up we are working on and what happens in that section. Shared write that section, modelling the writing elements	Guided TA	Guided T	editing before handing work in Mark 7/8 books each night using the feedback marking code	
Session 2	Spelling LO from NNS Practise	Children respond to feedback marking from yesterday Show children part of the new map/boxing up we are working on and what happens in that section. Shared write that section, modelling the writing elements	Main Guided TA	Guided T	Whole class/ Self/peer/group assessment of teaching and editing before handing work in Mark 7/8 books each night using the feedback marking code	
Session 3	Spelling LO from NNS Assess	Children respond to feedback marking from yesterday	Main		Whole class/ Self/peer/group assessment of teaching and editing before handing work in	

		Show children part of the new map/boxing up we are working on and what happens in that section. Shared write that section, modelling the writing elements	Guided TA	Guided T	Mark 7/8 books each night using the feedback marking code
Session 4	Dictations	Children respond to feedback marking from yesterday	Main		Whole class/ Self/peer/group assessment of teaching and
		Show children part of the new map/boxing up we are working on and what happens in that section. Shared write that section, modelling the writing elements	Guided TA	Guided T	editing before handing work in Mark 7/8 books each night using the feedback marking code
Session 5	Common Exception/Appendix 1 words MR N spellings	Children respond to feedback marking from yesterday Show children part of the new map/boxing up we are working on and what happens in that section. Shared write that section, modelling the writing elements	Main Guided TA	Guided T	Whole class/ Self/peer/group assessment of teaching and editing before handing work in Mark 7/8 books each night using the feedback marking code

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Literacy Planning

r n r n r

Independent Application

Text: Fiction/Non-fiction/poetry Focus: Text type/story type Independent Application: Title

Publishing-identify how the children will publish their work (use different ways-not just publishing into the Purple books) If the published work can't fit in the Purple Book put a sticker in the book that gives a brief description of the task and outcome and where it can be found)

	Spelling	Directed Teaching	Applying teaching:	Plenary:
Session 1	Spelling LO from NNS	What teaching needs to be done?	Follow on activities to consolidate the teaching	Assess learning
1 sessions	Teach	Dependent on what happened in the Innovation stage and the needs of the children, plan sessions to address any needs before letting them write independently. This could be workshops on a variety of areas or a focus on one thing to develop.		
Session 2	Spelling LO from NNS Practise	Supporting planning Look back at the generic structure of story type/non-fiction type (e.g. Warning story with a focus on setting). Look at each section and discuss what could happen in each part. Discuss possible characters, setting etc. Generate lots of ideas based on a GOOD QUALITY STIMULUS	Children plan their own text using the appropriate process.	Orally tell new text to a partner Weaker/younger writers should have an opportunity to tell their new text to an adult to

		Teacher to demo HOW to plan using the underlying structure.		check the plan works before getting into writing.
Session 3	Spelling LO from NNS	Writing		**After writing look for teaching points across the class to support editing for the last sessions of the
2-3 sessions	Assess			phase
Session 4	Dictations	Teach the children to edit. Focus on specific areas. Teach techniques to allow editing.(Eventually all children will edit independently once taught how).Children should look to make improvements as well as corrections	Children edit work, discuss improveme	ents etc.
Session 5 1-2 sessions	Common exception/Appendix 1 words Mr N	Publishing writing Consider how to present writing-could be in small groups in the o etc. This doesn't have to happen every time but it's nice for them		o, during parent open afternoon

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EYFS Talk for Writing Planning Pro-forma



EYFS Lite	racy Planning
Imitatio	on Phase
Text: Fiction/non-fiction or poetry Model Text: i.e The Gingerbread Ma	an
Preparation for the unit	Continuous Provision
Cold Task Assessments- Oral telling of text type-adult to scribe Innovation-think about what element you will innovate on e.g. the farmyard animals in LRH or the food the hungry caterpillar eats	What activities will help to immerse the children in the text and deepen their understanding. Ensure there are opportunities for retelling using the story map and opportunities for writing
Identify 'red' words needed in text	
Identify new phrases and words in text that will need to be explicitly taught	
What capital letters will be taught (appropriate to group) Select other versions of the model text – real books	
Key words and phrases to teach as new vocabulary	Spellings for Spelling card
These are the words and 'story' phrases e.g. Once upon a time-the children need to hear, see and have a go at using these words	Common 'red' words they will need for writing-these are the words on the EYFS progression document. Teach these words and display-the children may not be able to spell them but they will build up to it over the year

Hook, vocabulary/phrases	s teaching		
Learn the text map with a	ctions		
Adult	Led Writing Groups	Exploring	g the Text Groups
Group 1	Group 2	Group 3	Group 4
Writing activity-this could be	–	Possible activities:	
words/phrases/sentences d on ability of group	epending	Role play-dressing up	
		Retelling the story using puppets	
Weaker writers may be buil words using magnetic letter then just writing initial sound practising specific letter form They may even just be lear to hold a pencil and pattern build control ready for letter Make sure the writing activi on what they need to practi as what will move them on need extra practise with the and the 'th' sound so includ	s and d or mation. ning how making to formation ties focus se as well (they may e letter 's' e those in	Retelling using an A4 copy of the story map Writing shopping list for Writing speech bubbles for characters Sequencing the story using pictures/story stones Drawing a character and writing its name	
your adult-led group activity		Whole Class Teaching	
Learn text map with actions			
· · · · · · · · · · · · · · · · · · ·	• •	y will do in the adult-led sessions. This will be some of farmyard animals using magnetic letters and just v	

	PUT TEXT MAP ON DOJO	AND SEND HOME AS COPY FOR CHILDREN	I TO LEARN-PUT WRITTEN VERSION	ON BACK SO PARENTS CAN HELP LEARN IT
	A	dult Led Writing Groups		Exploring the Text Groups
	Group 3	Group 4	Group 1	Group 2
			Whole Class Teaching	
	Learn text map with actic	ons		
Session 3	doing Little Red Hen som	e children may be word building names of	farmyard animals using magnetic le	s will be some form of writing in context of model text e.g. if tters and just writing initial sound, some may be writing full o write sentences e.g. Once upon a time there was a red hen.
	A	dult Led Writing Groups		Exploring the Text Groups
	Group 1	Group 2	Group 3	Group 4
			Whole Class Teaching	
	Learn text map with action	ons		
Session 4	doing Little Red Hen som	e children may be word building names of	farmyard animals using magnetic le	s will be some form of writing in context of model text e.g. if tters and just writing initial sound, some may be writing full o write sentences e.g. Once upon a time there was a red hen.
	A	dult Led Writing Groups		Exploring the Text Groups
	Group 3	Group 4	Group 1	Group 2
			Whole Class Teaching	
Session 5	_	ons text either on whiteboard or have it writt ensure understanding of text-good opport	-	dren the use of a question mark.

	In writing children could answer question	ons			
	Adult Led Writ	ing Groups	Exploring the T	ext Groups	
	Group 1	Group 2	Group 3	Group 4	
		Whole	Class Teaching		
	Learn text map with actions				
on 6	Look at structure of text with class-use story map to box-up beginning, middle, end in fiction or structure of non-fiction i.e title, introduction, steps, conclusion				
Session	Could do a sequencing activity here-chi	dren write a short caption under each	picture in adult-led activity (you would model	this writing first to the whole class)	
0,	Adult Led Writ	ing Groups	Exploring the T	ext Groups	
	Group 3	Group 4	Group 1	Group 2	



	EYFS Literad	cy Planning	
	Innovatio	n Phase	
Text: Fiction/non-fiction or poetry	Model Text: i.e The Gingerbread Man	Innovation: What will the innovation be?	

Prepa	ration for Innovation		Continuous Provision	
	about how you can support the applicat adult-led writing activity (this will be base		What activities will help to immerse th understanding. Ensure there are opportant opportunities for writing	e children in the text and deepen their ortunities for retelling using the story
Key w	ords and phrases to teach as new vo	ocabulary	Spellings for Spelling card	
Revise	e new phrases and vocabulary from mo	del text	Common 'red' words they will need fo EYFS progression document. Teach t may not be able to spell them but they	hese words and display-the children
		Whole Clas	ss Teaching	
	Innovate on text map using post-it	notes – only innovate on the bit you'	ve selected	
	Adult Led W	riting Groups	Exploring the	e Text Groups
	Group 1	Group 2	Group 3	Group 4
	Support groups to make their own	Support groups to make their own	Possible activities:	
	innovations using an A4 copy of the class story map	innovations using an A4 copy of the class story map	Role play-dressing up	
n 7			Retelling the story using puppets	
Session 7			Retelling using an A4 copy of the story map	
			Writing shopping list for	
			Writing speech bubbles for characters	
			Sequencing the story using pictures/story stones	
			Drawing a character and writing its name	

		Whole Clas	ss Teaching	
	retell the innovated new text map			
	Adult Led W	riting Groups	Exploring the	e Text Groups
	Group 3	Group 4	Group 1	Group 2
			Role play-dressing up	
œ	Support groups to make their own	Support groups to make their own	Retelling the story using puppets	
Session 8	innovations using an A4 copy of the class story map and orally retell	innovations using an A4 copy of the class story map and orally retell	Retelling using an A4 copy of the story map	
S			Writing shopping list for	
			Writing speech bubbles for characters	
			Sequencing the story using pictures/story stones	
			Drawing a character and writing its name	
		Whole Clas	ss Teaching	
	retell the innovated new text map			
Session 9	Shared writing-write 1 st and 2 nd par	t of text (this will be working towards	the outcome on the EYFS progression	on document)
Ses	Adult Led W	riting Groups	Exploring the	e Text Groups
	Group 1	Group 2	Group 3	Group 4

	Group writing first and second part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).	Group writing first and second part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).	Activity ideas as above + using their own innovated map to tell their new version of the text	
		Whole Clas	ss Teaching	
	retell the innovated new text map			
	Shared writing-Recap writing 1 st and	d 2 nd part of text (this will be working	towards the outcome on the EYFS p	progression document)
2	Adult Led Wr	iting Groups	Exploring the	e Text Groups
Session 10	Group 3	Group 4	Group 1	Group 2
Ses	Group writing first and second part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).	Group writing first and second part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).		
		Whole Clas	s Teaching	
	retell the innovated new text map Shared writing-write 3 rd and 4 th part	of text (this will be working towards	the outcome on the EYFS progression	on document)
Session 11	Adult Led Wr	iting Groups	Exploring the	e Text Groups
ssio	Group 1	Group 2	Group 3	Group 4
Se	Group writing third and fourth part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).	Group writing third and fourth part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).		

		Whole Clas	ss Teaching		
	retell the innovated new text map Shared writing-Recap writing 3 rd an	nd 4 th part of text (this will be working	towards the outcome o	on the EYFS progression document)	
12	Adult Led W	riting Groups		Exploring the Text Groups	
Session 12	Group 3	Group 4	Group 1	Group 2	
Ses	Group writing third and fourth part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).	Group writing third and fourth part of innovation (dependent on ability of writers-some children may only be word building or writing initial sounds).			
	retell the innovated new text map		ss Teaching		
13	Shared writing-write 5th part of text	t (this will be working towards the ou	tcome on the EYFS prog	· ·	
ion 13	Shared writing-write 5th part of text		tcome on the EYFS prog	gression document) Exploring the Text Groups	
ession 13	Shared writing-write 5th part of text	t (this will be working towards the ou	tcome on the EYFS prog	· ·	
Session 13	Shared writing-write 5th part of text Adult Led W	t (this will be working towards the ou riting Groups	tcome on the EYFS pro	Exploring the Text Groups	
	Shared writing-write 5th part of text Adult Led W Group 1 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word	t (this will be working towards the ou riting Groups Group 2 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).	tcome on the EYFS pro	Exploring the Text Groups	
	Shared writing-write 5th part of text Adult Led W Group 1 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word	t (this will be working towards the ou riting Groups Group 2 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).	tcome on the EYFS prog Group 3	Exploring the Text Groups	
Session 14 Session 13	Shared writing-write 5th part of text Adult Led W Group 1 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).	t (this will be working towards the ou riting Groups Group 2 Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).	tcome on the EYFS prog Group 3	Exploring the Text Groups Group 4	

	Group 3	Group 4	Group 1	Group 2
	Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).	Group writing fifth part of innovation (dependent on ability of writers- some children may only be word building or writing initial sounds).		
Session 15	Whole Class Teaching			
	Start to record children's innovated texts (orally-the full text). Adults to scribe This will need to be done one to one. This can be done over the course of the next 2-3 days before moving on to the text unit. During these days adult-led writing sessions will focus on areas that need practise and revisiting to consolidate learning			
	Adult Led Writing Groups		Exploring the	Text Groups
	Group 1	Group 2	Group 3	Group 4
	Writing activities to address issues- letter formation, phonics, capital letters etc			
Session 16	Whole Class Teaching			
	Record children's innovations-adults to scribe			
	Adult Led Writing Groups		Exploring the Text Groups	
	Group 3	Group 4	Group 1	Group 2
	Writing activities to address issues- letter formation, phonics, capital letters etc			