Headteacher
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Spelling Punctuation and Grammar Policy (SPAG)

To be read alongside the Teaching and Learning Policy.

Aims

To ensure all pupils have the knowledge to spell words efficiently and accurately whilst drawing on knowledge of phonics and spelling patterns.

- To ensure that all pupils are able to react to punctuation when reading, be aware of all parts of punctuation and where / where not to apply them and to be able to write using these devices accurately.
- To ensure that all children are aware of correct English grammar in terms of subjects, tenses and plurals whilst having a secure grasp of these linguistic skills both orally and in any form of written work.
- To develop accurate oracy for all children in the form of being effective and confident public speakers and story tellers who practise precise grammar and diction.
- To ensure appropriate and relevant training is available to staff and consistency in approach is monitored by the head teacher.

Classroom provision

Spelling

Spelling in Years 1 - 6 will be taught at least once a week and followed up with daily activities to reinforce and extend the spelling patterns. In the early stages, the emphasis will be on phonics.

Pupils will be taught the words from the Year 1 / 2, 3 / 4 and Year 5 / 6 National Curriculum word lists and assessed to ensure they are progressing. Pupils from Year 1 upwards will take home weekly spellings to learn with a focus on a specific sound / word pattern. Weekly

testing will ensure that areas of weakness are identified and appropriate follow up sessions can be planned.

Punctuation

Punctuation will be taught discretely and as part of literacy lessons in all classes. This will cover correct and incorrect usage as well as offering pupils the opportunity to use this learning at text level during longer writing sessions. Pupils will also link this knowledge to reading aloud and will adapt their pace or intonation accordingly when they encounter punctuation devices in a text.

Grammar

At least one weekly grammar lesson will be taught for Years 1 - 6 in accordance with the new National Curriculum guidance appropriate to each year group. Daily follow up based on the weekly theme will ensure the children have adequate opportunities to understand and use the new concepts and terminology. Grammar will be a key focus in conversational English, with teachers picking up on errors and sensitively correcting pupils when needed. There will be opportunities for public speaking in each class whilst grammar will also be a focus in longer tasks. All adults in school will need to model correct spoken English to support our pupils.

Supporting our pupils

All children will be fully included in all aspects of SPAG teaching and will be appropriately supported and challenged by teachers and support staff.

If there are children who are consistently struggling to retain knowledge of spelling patterns, grammatical concepts and punctuation devices in either a discrete or contextualised setting (putting concepts into practice in writing tasks) they may be identified for additional support in the form of literacy interventions. This will facilitate those children receiving any help they require in order to attain the standards of achievement expected within their year group.

Learning outcomes

The aim of SPAG provision in regards to final outcomes is for every child to be able to speak and write clearly and confidently in terms of speaking with correct grammar consistently.

All children will be able to use spelling patterns taught to them to make accurate attempts at spelling any word given to them having used and applied their knowledge of spelling patterns.

Pupils will all be able to write clearly, using correct spelling, punctuation and grammar consistently in any piece of written work they produce, across the wider curriculum.

All pupils will leave our school being able to speak, read and write clearly and with confidence and credibility and these skills will stay with the children for life and positively impact on life achievements and potential opportunities.

Assessment

Teachers will assess their pupils informally and will make any necessary corrections to spoken or written SPAG knowledge. Next Steps will be recorded in books / learning sheets in green pen and children will respond with pink pen in line with the marking policy.

Year 6 will undertake the Spelling, Punctuation and Grammar test as part of their end of key stage assessments.

Reading and writing will continue to be assessed using the Key Performance Indicators on the tracking system used by the school (Pupil Asset) in line with the assessment policy.

Reviewed: March 2026

Next review: March 2028

Signed

Head teacher: Mrs Polly Kossowicz

Chair of Governors: Ms Kate Kackson