|  |  |
| --- | --- |
| Name of Policy: | **Guidance for staff re Adult interactions with Children (Language and Communication) Policy** |
| Name of Setting: | **Busy Bees Pre-School** |
| Overall Aim of Statement: | To ensure appropriate and consistent methods are used to help every child with the development of their speech, language and communication skills. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | Body Language* Staff make eye contact and bring themselves to the child’s level when listening and speaking to them.
* Signs are used at carpet time to gain attention and good listening

Talking* Staff talk to children during adult led and child initiated activities and whilst doing everyday tasks
* Staff model the correct form of words sensitively rather than correcting children directly e.g.

Child “ I rided my bike in the park”Adult “Oh you rode your bike in the park”* Staff recast when talking to children repeating with corrections what the child has said and then extending it by adding 1 or 2 words e.g.

Child “I rided my bike in the park”Adult “ Yes you rode your bike down the track”* Staff use rhyming opportunities throughout the session inside and outside
* Cues for songs and rhymes

Show and tell objectsWeather conditionsMaking playdough,buns and cakesWashing handsPutting on coats and many more* Staff and children join together for large group song and rhyme time at the end of each session
* Staff try to introduce a new rhyme each half term
* Staff demonstrate making up their own rhymes

Questioning* Staff use open ended questions that require children to think about their response e.g.

“What do you think ….?”“What if….?”“Tell me how….?”* Staff use closed questions to support children with delayed language

Listening* Staff model good listening skills by looking at the child who is talking, actively listening to what they have to say and responding with appropriate questions
* Staff give children time to respond
* Children have opportunities to listen to stories in large and small groups and 1:1
* Staff provide children with a book bag, children have the opportunity to take home a Busy Bees library book
* Staff introduce topics to encourage good listening skills e.g. Sounds I Hear.

Writing* Staff provide a mark making table
* Staff provide a wide range of writing materials such aspens,pencils,charcoal,chalk and more and paper, card,envelopes,notebooks,diaries,clipboards to name a few
* Staff ensure mark making materials are provided in all areas of the room and outside
* Children are able to transport writing materials to all areas
* Staff model writing
* Displays demonstrate a variety of printed and hand written notices
* Regular changes in role play areas provide a variety of opportunities for writing for a purpose

e.g. Doctors surgery needs appointment cardsOffice has diaries and telephone messages* Staff provide signs and labels with words and pictures for areas of the room, drawers and boxes of equipment

  |
| Useful websites | www.literacy trust.org.ukwww.every childmatters.gov.uk |
| References to other relevant policies: | Guidance for staff re observations and planning policyPromoting positive behaviour policySpecial needs policy |
| Policy Monitoring and Evaluation Information: | Staff and Chairperson |
| Signature | R Lily |
| Review Date and next review due date: reviewed Jan 15 – next review Jan 16 |