|  |  |
| --- | --- |
| 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 objects  Weather conditions  Making playdough,buns and cakes  Washing hands  Putting 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 cards  Office 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.uk  www.every childmatters.gov.uk |
| References to other relevant policies: | Guidance for staff re observations and planning policy  Promoting positive behaviour policy  Special 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 | |