



## **LITERACY INTERVENTION READING PROGRAM POLICY (New Thumama Branch)**

The Literacy Intervention Reading Program is an after-school intervention program in the First Semester where students will receive general academic help in reading and writing. The intervention program is geared towards children having trouble with reading, writing and grammar. Our goal is to guide students towards academic success and to help build critical thinking skills that will help him/her blossom into adulthood. Students will stay for 35 minutes receiving additional small group instruction in addition to his/her classroom reading and writing instruction.

The program will run for 6 weeks only, during the First Semester for Grades 1 to 5. We will be providing the Literacy Intervention Reading Program to students (Sunday and Monday) for 35 minutes each day, during which he/she will read, write and learn about grammar. Students will be required to stay from 1:25 PM-2:00 PM.

In terms of preparation HOD's and Team Leaders should sit with their respective teams and the teachers to evaluate and select students based on the data and classroom performance, it should be 5 maximum struggling students per class.

The Team leaders must submit the final list of the selected students for the Literacy Intervention Reading Program for their department by grade level to the Head of Department.

The Head of Department will forward the list to the Administration Department to prepare the following:

- Letter for the selected students for the Literacy Intervention Reading Program.
- Send SMS to parents to confirm that their child has been chosen to participate in the school academic program.
- Create spread sheet by department and grade level to complete the final details.
- Create attendance sheet for each academic program.
- Prepare the schedule by grade level.
- Create floor plan designation for the academic program.
- Prepare the duty list that will supervise the academic program.
- Teacher must fill a progress report form every week during the 6 weeks program to evaluate the student's progress.
- Teacher must create a syllabus for the program.