

ST EUPHEMIA COLLEGE

K-12



NUMERACY PROCEDURES

2014

Numeracy Procedures

Introduction

These Guidelines and Procedures should be read in conjunction with St Euphemia's Numeracy Policy.

Guidelines and Procedures

The aims of the Numeracy Policy and Procedure documents are to:

- raise the standards of numeracy
- make all staff aware of their responsibilities and contributions to students' numeracy
- provide professional development for all teachers in the area of Numeracy
- ensure that a range of strategies is employed to suit the abilities of students
- provide appropriate staff development to ensure a shared understanding of and consistent approach to numeracy throughout the School.
- ensure all teachers are incorporating and developing Numeracy skills across KLAs.

Improving Numeracy Achievements

Numeracy support consists of two main approaches:

1. in-class support of students
2. specific Numeracy lessons
3. withdrawal of students for one to one or small group programs.

St Euphemia College seeks to improve numeracy achievements by:

- ensuring the early identification of student numeracy strengths and areas of need
- analysing the NAPLAN results and other assessments and using this information to identify those students who need specific help
- including a numeracy focus in all induction programs
- using materials and implementing strategies that ensure communication between home and School
- distributing information to parents or caregivers and families about how to assist his/her child's numeracy learning at home and at School
- providing opportunities for schools to celebrate and showcase the numeracy achievements of their students through programs such as: *National Literacy and Numeracy Week and Maths Olympiads*
- monitoring procedures to provide evidence of the success of intervention strategies
- the correct use of mathematical language and spelling are encouraged
- number skills diagnostic tests are used for students in Years 1 to 7.

Time Allocation

The Junior School allocates a minimum of 1 hour to a Numeracy block. This allows the College to meet the requirements of the Mathematics K-6 syllabus while providing scope for the integration of other KLAs. Students experiencing numeracy difficulties are provided with extra assistance either in small group withdrawal or in a team teaching situation. In addition, extra assistance is also given to students requiring extension work.

The High School has one period per fortnight of exclusive Numeracy for all classes in Years 7 to 10. These classes are separate and distinct from Mathematics classes. The focus of Numeracy classes is Numeracy across all KLAs. Extension classes (support and enrichment) operate during and after School for selected students.