



Holy Family Community School

Education is Opportunity

Whole-School Literacy, Numeracy and Digital  
Literacy Policy

Title:	Whole-School Literacy, Numeracy and Digital Literacy Policy
Approved by:	The Board of Management
Date:	June 2025
Responsibility for implementation:	All Staff
Policy Review Date:	June 2028

## Introduction

In 2024 the Department of Education launched Ireland's Literacy, Numeracy and Digital Literacy Strategy 2024-2033.

Holy Family Community School is committed to raising the standards of Literacy, Numeracy and Digital Literacy of all its students, so that they develop the ability to use these skills in all areas of the curriculum and the skills necessary to cope confidently with the demands of further education, employment and adult life.

## Definitions and overview of literacy, numeracy and digital literacy as per Ireland's Literacy, Numeracy and Digital Literacy Strategy 2024-2033

### **Literacy**

Literacy is the capacity to use, read, understand, reflect on, evaluate, engage, create and critically appreciate various forms of communication including eye gaze, gesture, spoken language, printed text, visual texts, broadcast media, and digital media in order to achieve one's goals, to develop one's knowledge and potential, and to participate in society.

### **Numeracy**

Numeracy is the ability to observe, explore and manipulate objects, and hear mathematical language. It involves using mathematical understanding and skills in a variety of contexts to describe, predict and explain phenomena, recognising the role that mathematics plays in the world. A numerate learner applies mathematical skills and makes the well-founded judgements and decisions needed by constructive, engaged, and reflective members of society

### **Digital Literacy**

Digital literacy is the ability to access, explore, manage, understand, integrate, communicate, evaluate, create, and disseminate information safely and appropriately through digital technologies. It includes critical thinking, using ICT safely, responsibly and ethically, collaboration and creativity, finding real information, and respectful online communication.

## Policy Objectives

### **Literacy objectives**

- To ensure all students develop and maintain strong reading, writing, and communication skills.
- To assess and establish data regarding first years' attainment in reading (NGRT test).
- To teach subject specific literacy in all subjects, including subject specific vocabulary and to recognise the reading and writing demands of all subjects.
- To gather keywords for assessments and explicitly teach their meanings to all students.

- To celebrate world book day and establish a whole-school literacy week.
- To promote whole-school literacy by creating and maintaining a print-rich environment in all classrooms and corridor displays.
- To provide opportunities and encouragement to enable students to read for information and for pleasure.
- To support in-service training and CPD in literacy.
- To promote student voice and peer learning through various literacy strategies.
- To establish a literacy folder in the shared staff OneDrive.
- To promote use of the school library

### **Numeracy objectives**

- To promote and foster mathematical understanding and problem-solving abilities.
- To celebrate Maths Week and National Pi Day.
- To create a link and support system for mathematics between school and home.
- To recognise students with high ability in numerical reasoning and nurture this ability.
- To conduct Common Testing and Standardised testing among first year students to help identify and focus on certain topics/areas that need improving.
- To explicitly teach key mathematical terms in mathematics classes.
- To display mathematics posters around the school to create awareness of numbers in everyday life.
- To ensure that all class teachers take positive steps to encourage numeracy in all subject areas.
- To establish a numeracy folder in the shared staff OneDrive.
- To promote peer learning in numeracy.

### **Digital Literacy objectives**

- To equip students with the skills to effectively use digital technologies.
- To promote digital competence through the correct use of the suite of digital technologies applications and learning platforms available.
- To encourage critical thinking and evaluation skills when accessing online materials.
- To educate students about safe and responsible online behaviour.
- To foster creativity and innovation when using digital design tools.
- To integrate digital literacy across the curriculum.
- To support collaborative learning.
- To educate about the responsible use of Artificial Intelligence.
- To communicate effectively using digital technologies.

### **Implementation strategies (on-going and future)**

The implementation of the various strands of this policy requires:

1. **Curriculum Integration:** Embedding literacy, numeracy, and digital literacy across teaching and learning in all subjects.
2. **Professional Development:** Providing opportunities for ongoing training for teachers to support the implementation of this policy.
3. **Resourcing:** Ensuring access to appropriate learning materials and technologies.
4. **Assessment:** Informal and formal assessment of students' progress in literacy, numeracy, and digital literacy.
5. **Recording and Reporting:** Recording class and term assessments on VSWare to inform teachers, students and parents.

### **Implementation of the literacy objectives**

- Standardised Testing NGRT (Group Reading Test) has been conducted annually since 2013.
- Subject planning meetings to develop word lists and subject specific strategies for improving literacy.
- 'Book in the bag' initiative introduced with first year students, with reading to be encouraged during supervision classes.
- Recommended reading lists to be updated on school website.
- Book Bingo: An awards system to promote reading for pleasure.
- Celebration of World Book Day and annual literacy week.
- Junior and Senior writing competitions
- First year literacy quiz and spelling bee competition.
- Peer reading between Reading Mentors and first year students.
- Assessment literacy to be explicitly taught and reinforced by posters in every classroom as per the school's SIP.
- Survey students about books, genres and authors they wish to see in the school library.
- Update library stock with new titles and keep an accurate catalogue of stock.
- Establish a library committee to assist in the smooth running of the school library.

### **Implementation of the numeracy objectives:**

- First year parent/guardian/teacher/student numeracy classes:  
In September of 2024 a new initiative was trialled. First year parents/guardians were invited to attend an after-school numeracy class with their child aimed at demystifying the mathematics curriculum and to encourage parents/guardians to assist their child with homework. This will continue in the new academic year.
- A Peer Teaching System where Transition Year students are paired with a first-year student to meet and help with mathematics homework or difficult topics.

- Transition year students create a bilingual booklet of key mathematics terms to assist students transitioning from gaelscoileanna to an English medium school.
- Entering events such as the All-Ireland Linguistics Olympiad (A competition for higher ability students based on numeracy and problem solving.)
- Promotion and celebration of World Maths Day, National Pi Day and maths week. Activities to include quizzes, puzzles and guest speakers to talk about the applications of mathematics in everyday life.
- Re-establishment of a mathematics/numeracy notice board where notices and puzzles can be posted.
- To further develop students' time management skills and deadlines in relation to studying and project work.

### **Implementation of the digital literacy objectives:**

- All staff and students use iPads, eBooks, and digital learning platforms to enhance teaching and learning.
- Communication between school and home is primarily conducted by digital means.
- First year students participate in digital media literacy classes.
- Transition year students and LCA students participate in ICT classes.
- Transition year students keep and regularly update an e-portfolio.
- Students in all junior year groups maintain a digital record of post-assessment reflection sheets. This will be rolled out to senior students also.
- Completion of project work in various subjects using digital technologies.
- Celebration of safer internet day.
- Organisation and scheduling of Staff CPD in the use of various new and existing digital technologies to enhance teaching and learning.

## Roles and Responsibilities for successful implementation of policy

- **Senior Management Team and Coordinator:** Oversee the implementation and review of the policy.
- **Teachers:** Integrate literacy, numeracy, and digital literacy into their teaching, co-curricular and extra-curricular practices.
- **Students:** Engage actively in learning activities, competitions and utilise available resources.
- **Parents/Guardians and Community:** Support the school's efforts and participate in relevant activities and engage with our feeder primary schools.

## Monitoring and Evaluation

- **Review Process:** Review the policy using the SSE framework and assess if outcomes are achieved.
- **Feedback Mechanism:** Gather feedback to inform improvements.
- **Updating of policy:** Based on review and feedback, implement change and update the policy and liaise with the Board of Management.