



CREATIVE SECONDARY SCHOOL  
啓思中學

Sept 2017 Edition

## Reading Time / No Writing Time Policy

### Lower School Students

- Reading Time will take place on Mondays, Tuesdays, Wednesdays and Fridays.
- Reading Time will usually last from 1.10pm to 1.40pm, but your tutor may organize discussions so that you can share your thoughts about what you have read and recommend reading materials to one another.
- Your tutor group will be invited up to the library on a regular basis to borrow books and engage in reading activities.
- You are free to choose which language to read in. However, you should remember that although the focus of reading time is reading for pleasure, reading is an excellent way of developing your language skills. Try to make sure that you spend at least some of your Reading Time reading in your Language Acquisition language.
- You are free to choose to read fiction or non-fiction, but try to make sure that you pick something that you are interested in. If you find that you don't like a book, put it down and try something else.
- You are free to read fiction and non-fiction books, magazines and newspapers. Try to challenge yourself by reading about subjects that you are not familiar with and which you are not studying in class.
- When you choose books in English, remember to use your Lexile to help you. You should generally read books with a Lexile that is between 100 points below and 50 points above your own Lexile. For example, if your Lexile is 800L, you should try to read books with Lexiles between 700L and 850L. If you find a book that really interests you, but which is outside of that Lexile range then try to read it anyway. The most important thing is that you find reading material that interests you.
- You may use an e-reader, such as an Amazon Kindle, with the approval of your tutor. If you wish to use an e-reader, make sure you have asked your tutor for permission first.
- You should make sure that you are prepared for reading time. You should always have reading materials with you. If you do not, you can select a book from those available within your house room.

### **Middle School Students**

- Reading Time will take place on Mondays, Tuesdays, Wednesdays and Fridays.
- Reading Time will usually last from 1.10pm to 1.40pm, but your tutor may organize discussions so that you can share your thoughts about what you have read and recommend reading materials to one another.
- You are free to choose which language to read in. However, you should remember that although the focus of reading time is reading for pleasure, reading is an excellent way of developing your language skills. Try to make sure that you spend at least some of your Reading Time reading in your Language Acquisition language.
- You are free to choose to read fiction or non-fiction, but try to make sure that you pick something that you are interested in. If you find that you don't like a book, put it down and try something else.
- You are free to read fiction and non-fiction books, magazines and newspapers. Try to challenge yourself by reading about subjects that you are not familiar with and which you are not studying in class.
- When you choose books in English, remember to use your Lexile to help you. You should generally read books with a Lexile that is between 100 points below and 50 points above your own Lexile. For example, if your Lexile is 800L, you should try to read books with Lexiles between 700L and 850L. If you find a book that really interests you, but which is outside of that Lexile range then try to read it anyway. The most important thing is that you find reading material that interests you.
- You may use an e-reader, such as an Amazon Kindle, with the approval of your tutor. If you wish to use an e-reader, make sure you have asked your tutor for permission first.
- You should make sure that you are prepared for reading time. You should always have reading materials with you. If you have forgotten to bring materials to school, make sure that you go up to the library during lunchtime to borrow something appropriate.

### **Upper School Students**

- In Upper School, Reading Time is replaced by 'No Writing Time'. This will take place on Mondays, Tuesdays, Wednesdays and Fridays.
- No Writing Time will last from 1.10pm to 1.40pm, but your tutor may organize discussions so that you can share your thoughts about what you have been doing.
- Appropriate uses of No Writing Time include reading and mindfulness practice. You may have quiet discussions with other students, but these should be on suitable topics. If your tutor asks you to share what you have been discussing, make sure that you are able to respond in a positive manner.

- If you choose to read, then you are free to choose which language to read in. However, you should remember that although the focus of reading time is reading for pleasure, reading is an excellent way of developing your language skills. Try to make sure that you spend at least some of your No Writing Time reading in your Language Acquisition language.
- You are free to choose to read fiction or non-fiction. You can bring books, magazines or newspapers or you can make use of the school's databases and the internet. Try to make sure that you pick something that you are going to expand your horizons or extend your knowledge of the world around you. Any internet content that you look at must be appropriate. Your laptop or tablet screen should be visible to your tutor at all times so that he or she can see what you are doing.
- When you choose books in English, remember to use your Lexile to help you. You should generally read books with a Lexile that is between 100 points below and 50 points above your own Lexile. For example, if your Lexile is 800L, you should try to read books with Lexiles between 700L and 850L. If you find a book that really interests you, but which is outside of that Lexile range then try to read it anyway. The most important thing is that you find reading material that interests you.
- You may use an e-reader, such as an Amazon Kindle. If you wish to use an e-reader, make sure you have asked your tutor for permission first.
- You should make sure that you are prepared for No Writing Time. You should always have a clear plan of what you are going to do and be prepared to share that plan with your tutor if he or she asks.

### **Tutors MY1 to F3**

- Reading Time will take place on Mondays, Tuesdays, Wednesdays and Fridays. Reading Time will last from 1.10pm to 1.40pm.
- At least the first 15 minutes of each 30 minute session should be used for silent sustained reading. If you have business to attend to with students, please begin doing so at 1.25pm. If you do not, students should continue reading for the entire session.
- When reading in English, students should not read textbooks or books that have been assigned for their English class. When reading in Chinese, it is permissible for students to read books assigned for Chinese class.
- Students should be encouraged to read in their Language Acquisition language at least some of the time. Please try to monitor students' reading habits and give them encouragement to reading in English or Chinese as necessary.
- You should ensure that you are familiar with the Reading Time guide for Lower or Middle School students.

- Students are not permitted to use laptops or mobile phones for reading. They may use dedicated e-readers, such as Amazon Kindles, but should only be used for reading ebooks or listening to audiobooks
- When students are reading silently, you should model positive reading behaviour by quietly reading suitable reading materials. You should not use the classroom computer, your mobile phone or do marking or lesson planning at this time.
- Alternatively, you might want to walk around the room and engage in individual discussion with students about what they are reading.
- Not all of Reading Time needs to be dedicated to students reading silently. You may choose to use some or all of a Reading Time session for the following purposes:
  - Reading aloud to students;
  - Playing an audiobook to students;
  - Watching a video about a current or historical event and discussing the relevance of it students' lives;
  - Asking students to discuss what they have been reading;
  - Asking students to recommend reading materials to other students
  - Etc.
- If you find any activities work particularly well, please share them with the Reading Time support team and other tutors.
- If you have students who are reluctant readers, you should send their details to the Reading Time support team, who will meet with the students to discuss their reluctance to read and try to find ways to help them develop their reading habits.
- The Reading Time support team will organize a range of activities to provide Tutors with assistance during Reading Time. Some of these activities will involve reluctant or weaker readers going to the library to participate in group activities. Others, such as Reading Buddies, might involve teachers or students from higher forms coming into house rooms to support individual students.
- Colleagues should not arrange meetings with students during Reading Time. You should therefore not allow students to leave Reading Time unless it is to attend an activity arranged by the Reading Time support team.

#### **Tutors F4 to F6**

- During Reading time/No Writing Time tutors will be meeting tutees for 1 to 1 sessions.
- Tutors will be asked to draw up a roster of interview times. This can vary if a student has an issue.

- Depending on class size, each student should have a session approx. once every 3 or 4 cycles.
- Colleagues should not arrange meetings with students during Reading Time. Tutors should therefore not allow students to leave during Reading time/No Writing Time.
- The PA team will support tutors in the planning, delivering and recording of 1 to 1 sessions.

### **Language Teachers**

- Language teachers have a key role to play in helping students to develop positive reading habits. You can assist students by doing some or all of the following:
- Giving students additional reading time during your lessons;
- Encouraging students to discuss their Reading Time reading during your lessons;
- Helping students to find suitable reading materials for Reading Time;
- Identifying students who may be reluctant readers or have weak reading skills to the Reading Time support team.

### **Other Teachers**

- Lower and Middle School students have Reading Time on Mondays, Tuesdays, Wednesdays and Fridays between 1.10pm and 1.40pm.
- Upper School students have No Writing Time on on Mondays, Tuesdays, Wednesdays and Fridays between 1.10pm and 1.40pm.
- Any events need to be arranged during the Personal Growth Programme, which takes place from 1.10pm to 1.40pm on Thursdays.
- Reading Time should not be used for meetings with students and tutors have been asked not to release students for meetings with other teachers. Such meetings should be arranged for snack break, lunchtime or before or after school.
- Teachers should not ask Lower and Middle School students to do reading related to their class during reading time. Students should be reading for pleasure. Pre-reading for academic classes should be done as homework.
- However, it is appropriate for Upper School students to do pre-reading or additional reading during No Writing Time.

- Teachers with Upper School classes should consider creating lists of additional reading that students can explore during No Writing Time. These reading lists should be added to Destiny, the school's integrated library system, so that students can access them via their laptops. These reading lists can include articles from websites and the databases to which the school subscribes.