

READING CHAMPION PLANNING PROCESS

As a Reading Champion your role is to build a reading culture in your school. This will ensure that your school works to promote reading and create a literate environment. This will allow for opportunities for children to read for enjoyment before school, as part of teaching time, during the day and after school through reading clubs. When reading is prioritised at a school – there will be:

- Different forms of print used (children’s work) and displayed.
- Access to reading resources (printed or digital)
- Children motivated to read and write
- Children engaged and confident including willingness to try new things
- Children reading and writing together alone, in pairs and in groups – in class (DAAR period), school library or reading clubs
- Taking part in Spelling Bee
- Parents involved and encouraged through the reading card system
- Literacy events celebrated

To achieve the above, you need a plan to set yourself up for success. Staying on track during your time as a reading champion will be supported by the

- Monthly Planner
- Reading Activity guide

A. Monthly Planner

ORIENTATION: February – March 2022

	ACTION QUESTIONS	TIMELINE	TARGET	ADDITIONAL NOTES
1	Have you been assigned to a Teacher Mentor for your time at the school?	February - March	Once-off	If not, please speak to your principal for him/her to allocate a teacher mentor. See page xxx for the role of the teacher mentor.
2	Have you registered yourself on the Reading Champion Chatbot?	February - March	Once-off	If not, please go to 060 015 0000 and say 'Hi' on WhatsApp to begin registration.

	ACTION QUESTIONS	TIMELINE	TARGET	ADDITIONAL NOTES
3	Have you completed the Reading Champion Training on the Chatbot?	February – March	Once-off, Face2Face or self-paced	If not, please go to 060 015 0000 on the chatbot to complete
4	Have you completed the comprehension across curriculum course?	February – March	Once-off	If not, please go to 060 015 0000 on the chatbot to complete
5	Have you joined the Reading Champion WhatsApp group in your district?	February - March	Once-off	If not, please go to 060 015 0000 on the chatbot to view who to contact for assistance.
6	World Read Aloud Day: Have you accessed your event brief for the month of February?	January - February	Once-off	If not, please go to 060 015 0000 to access the brief
7	<p>Have you spent time with your Teacher Mentor to draw up the school reading plan?</p> <p><i>In order to confirm the following reading opportunities in your school:</i></p> <p>Before School (e.g Involvement in school assembly)</p> <p>During School (eg. Involvement in classroom or school library support – activation of 5 reading strategies)</p> <p>After school (eg. Activation of reading clubs and spelling Bee activities)</p> <p>CONSIDER THE READING CHAMPION ACTIVITY GUIDE BELOW</p>	February – March	Once-off	<p>If not, please go to 060 015 0000 on the chatbot and fill in a form to alert us</p> <p>This school reading plan MUST include the sourcing and mapping of reading material</p>

INITIATION: March – April 2023

	ACTIONS	TIMELINE	TARGETS	ADDITIONAL NOTES
1	Have you completed the baseline tool on the Reading Champion Chatbot?	March – April	Once-off	If not, please go to 060 015 0000 on the chatbot to complete the baseline tool.
2	Have you set up and activated your school Reading Club?	March – April	Atleast one Reading Club Meeting per week	If not, please go page xxx of manual to understand more about how to set up a reading club. Also refer to pages xxx of the manual for more details.
4	Have you activated the prescribed reading routine per week Reading aloud (everyday) Independent reading (everyday) Shared reading reading (3x times a week) Paired reading (3x times a week) Storytelling (twice a week) SEE READING ACTIVITY GUIDE BELOW TO ACTION FOR SOME IDEAS	March – April	3 Activities per day in a week (ie.15 activities per week)	If not, please refer to page xxx of the manual and the activity guide for ideas
5	Have you started completing your weekly Tool?	March – April	Weekly	If not, please go to 060 015 0000 to complete and submit your weekly tool to report on all completed actions
6.	Have you accessed and activated the event briefs for the following literacy events for this period? <ul style="list-style-type: none"> ● March - 3, World Book Day ● March – 27, World Poetry Day 	March – April	Atleast 1 event activation a month	If not, please go to 060 015 0000 to access the briefs on what needs to be done

	ACTIONS	TIMELINE	TARGETS	ADDITIONAL NOTES
	<ul style="list-style-type: none"> • March – International Day of Multilingualism • April – 27, Freedom Day 			

ROUTINE ACTIVATION : MAY – AUGUST 2023

	ACTIONS	TIMELINE	TARGETS	ADDITIONAL NOTES
1	<p>Have you carried on with prescribed the prescribed reading routine per week</p> <p>Reading aloud (everyday)</p> <p>Independent reading (everyday)</p> <p>Shared reading reading (3x times a week)</p> <p>Paired reading (3x times a week)</p> <p>Storytelling (twice a week)</p> <p>SEE READING ACTIVITY GUIDE BELOW TO ACTION FOR SOME IDEAS</p>	May-August	5 Activities per day in a week (ie.25 activities per week)	If not, please go to 060 015 0000 to complete and submit your weekly tool in order to report on all completed actions
2	Have you carried on with the running of your school reading club?	May-August	Atleast one Reading Club Meeting per week	If not, please go to 060 015 0000 to understand more about how to set up a reading club. Also refer to pages xxx of the manual for more details
3	Are you still completing your weekly tool?	May - August	Weekly	If not, please go 060 015 0000 to complete and submit your weekly tool in order to report on all completed actions

	ACTIONS	TIMELINE		ADDITIONAL NOTES
4	<p>Have you accessed and activated the event briefs for the following literacy events for this period?</p> <ul style="list-style-type: none"> ● May - 14, Mother's Day ● June - 16, Youth Day ● June – 18, Father's Day ● July, Mandela day ● August- 9, National Women's Day 	May - August	Atleast 1 event activation a month	If not, please go to 060 015 0000 to access the briefs on what needs to be done

CLOSE-OUT : SEPTEMBER

	ACTIONS	TIMELINE		ADDITIONAL NOTES
1	<p>Have you carried on with the prescribed reading routine per week</p> <p>Reading aloud (everyday)</p> <p>Independent reading (everyday)</p> <p>Shared reading reading (3x times a week)</p> <p>Paired reading (3x times a week)</p> <p>Storytelling (twice a week)</p> <p>SEE READING ACTIVITY GUIDE BELOW TO ACTION FOR SOME IDEAS</p>	September	3 Activities per day in a week (ie.15 activities per week)	If not, please refer to page xxx of the manual and the activity sheet for ideas

	ACTIONS	TIMELINE		ADDITIONAL NOTES
2	Are you still completing your weekly tool?	September	Weekly	If not, please go 060 015 0000 to complete and submit your weekly tool in order to report on all completed actions
3	Have you carried on with the running of your school reading club? (During this month also work with Teacher Mentor to hand-over the Reading Club back to the school for continuity)	September	Atleast one Reading Club Meeting per week	To understand more about how to set up a reading club refer to pages xxx of the manual for more details
4	Have you accessed and activated the event briefs for the following literacy events for this period? - September - 8, Literacy Day	September	Once a month	If not, please go to 060 015 0000 to access the briefs on what needs to be done
5	Have you completed the endline tool to close off your Reading Champion experience and receive certificate?	September	Once off	If not, please go to 060 015 0000 to complete and submit your endline tool in order to access your certificate for programme completion.

A. Reading Activity Guide (MUST BE USED WITH MONTHLY PLANNER ABOVE)

Reading activity	Number of times per week	Reading resources	Activity ideas	Period	Space
READ ALOUD	Every day-for Foundation phase and Intermediate phase	<ul style="list-style-type: none"> o Picture storybook o Poem o Blog o Digital story o Section of a longer story o Comic/graphic novel o Newspaper article o Non-fiction o Chapter book o Nali Bali stories (newspaper supplement) 	<ul style="list-style-type: none"> o Pre-during-post reading activities o Show pictures from what you've read o Show pictures and ask learners to predict o Read title and do prediction o Read half of text and children must compose their own ending o Draw a picture to show understanding o Comprehension questions o Write a poem o Write a headline based on understanding o Create a dialogue between two of the characters o Make a poster about the story/text o Do a retell of the story o Write a summary o Tell you which part they enjoyed and why o Tell you which character they enjoyed and why o Create a short song based on the story 	<ul style="list-style-type: none"> o Before school starts o If a teacher is late for a class o Just before break when children are restless o When they return from break o During break o At the end of the school day o After school 	<ul style="list-style-type: none"> o In individual classrooms o Outside on the playground o In the reading club o In the library o In the community library o At assembly

Reading activity	Number of times per week	Reading resources	Activity ideas	Period	Space
STORYTELLING	2xs a week	<ul style="list-style-type: none"> o Story that you remember o A story that you read o A folktale o A historical event o A film/news/documentary that you saw 	<ul style="list-style-type: none"> o Read with expression using voice, gestures, movement, pausing, pacing and drama o Start the story and ask learners what they think will happen next o Let learners join in during chorus or refrains, or repetitions o Allow learners to join in and make sound effects (animal sounds, spooky noises, walking, running, banging, crying....) o Ask questions about what you told them o Ask them to draw a picture from your story o Ask them to draw a character o Draw a timeline of events o Retell the story o Complete a table about the plot, the characters, the setting 	<ul style="list-style-type: none"> o Before school starts o If a teacher is late for a class o Just before break when children are restless o When they return from break o During break o At the end of the school day 	<ul style="list-style-type: none"> o In individual classrooms o Outside on the playground o In the reading club o In the library o In the community library o At assembly
INDEPENDENT READING	Every day	<ul style="list-style-type: none"> o Graded readers o Story books o Newspapers 	<ul style="list-style-type: none"> o Ask learners to tell you their stories 	<ul style="list-style-type: none"> o After school o Before school starts 	<ul style="list-style-type: none"> o individual classrooms

Reading activity	Number of times per week	Reading resources	Activity ideas	Period	Space
		<ul style="list-style-type: none"> o Magazines o Library books o Community library books o Comics o Non-fiction books o Poetry o Plays/dramas o Textbook o Nali Bali stories o Digital stories 	<ul style="list-style-type: none"> o Dramatize a story (in a circle-each learner to add on to the story) o Leave learners to read silently on their own o Reading champions can ask them questions about what they are reading, what the story is about, why they chose it..... o At end of period, one learner gets to tell the others about what she has read o Write a review about the book that has been read o In pairs tell each other about what they have read o Write a short summary about their book o Present a review of the story o Complete a reading card of all books read during the week 	<ul style="list-style-type: none"> o If a teacher is late for a class o Just before break when children are restless o When they return from break o During break o At the end of the school day o After school o In the DAAR period 	<ul style="list-style-type: none"> o Outside on the playground o In the reading club o In the library o In the community library o At home o When they have finished their work in class o While waiting for the class to start

Reading activity	Number of times per week	Reading resources	Activity ideas	Period	Space
SHARED READING	3xs a week	<ul style="list-style-type: none"> o Big Books o Picture books o Stories written on newsprint o Poems written on newsprint o Posters that have text 	<ul style="list-style-type: none"> o Allow learners to see the print o Pre-during-post reading o In early grades, point to the words as you read them o Ask them about the pictures-what is happening and what do they think the story will be about using clues from the picture. o Ask them to join you when there are choruses or refrains o Ask them questions before, during and after reading o Ask a few learners to read a sentence for you o During the reading ask them what they think will happen next o Ask them about background knowledge of the topic (eg. Have any of you ever visited a farm, tell us what you did on the farm, how is a farm different from living in the suburbs..... 	<ul style="list-style-type: none"> o Before school starts o Before school ends o If a teacher is busy working with a small group, you can read with the rest of the class o In the DAAR period o While waiting for the class to start o 	<ul style="list-style-type: none"> o individual classrooms o Outside on the playground o In the reading club o In the library o In the community library

Reading activity	Number of times per week	Reading resources	Activity ideas	Period	Space
PAIRED READING	3xs a week	<ul style="list-style-type: none"> o Graded readers o Picture books o Stories from Nali Bali o Digital stories o textbooks 	<ul style="list-style-type: none"> o Set up pairs o Get them to select the books they want to read with a partners o They can select a partner o They can read together o They can each read a page o One can read and the other asks question, then they swop o One can read narrative and the other reads the dialogue/direct speech o Each one reads a paragraph o Make a poster of all the paired reading activities or rules for paired reading 	<ul style="list-style-type: none"> o While the teacher is doing group guided reading o While the teacher is working with a small group of learners, the rest can do paired reading o In the DAAR period o While waiting for the class to start 	<ul style="list-style-type: none"> o individual classrooms o In the reading club o In the library o In the community library o In the playground o At home with friends or sibings