

## Co-ordinating Buster's Book Club

The information and guidance set out in this document is designed to ensure that all pupils engage with the scheme and reach individual targets and class targets. The school chart will encourage inter class competition and overall school results that will be entered into the KM Literacy Challenge.

Although the targets highlighted below are a daily target, the scheme requires that a "snapshot" hands-up survey is conducted once a week. For example, we would ask you carry out your hands-up survey in class on a Thursday after class registration, collating reading minutes for Wednesday. So although the scheme is encouraging reading across the week you are only conducting a survey once a week related to the previous day's reading.

### Extra reading minute targets:

Reception and Year 1	10 minutes per day
Year 2 and 3	15 minutes per day
Year 4 and 5	20 minutes per day



### Initial Steps

Hand out the parent and carer letters, along with a bookmark for each pupil. Individual pupil names will be written on the bookmark as they will be handed in once a week (on survey day) and handed back ready for the next reading week. The number of target minutes will need to be added on, using the guide above. The figure on the bookmark is the daily target. For example Year 2 target should be written in as 15 (not a week's worth) as in order for the scheme to be run as simply as possible, only the snapshot of one day is to be monitored.

The bookmark has spaces for 24 weeks (for this pilot scheme) and parents/carers/ Buster's reading buddy's (class mates, siblings or school council for example) can add in the next column the actual number of minutes read and date the score to confirm.

### Weekly Steps

#### Step 1: Hands up survey and data capture

On Thursdays, the hands-up survey will take place:

Hand count one: Raise your hand if you met your reading target yesterday.

Hand count two: Raise your hand if you exceeded your reading count yesterday.

Note these figures on the data capture slip.

Additional minutes of reading: The final (optional) figure we would like from each class is the number of additional minutes of reading achieved over the target. Again this is for the survey day only.

To determine this look at the bookmarks and note on the recording sheet all minutes of reading over and above the Child Target.

Roll this into one class figure and pass this to the team member logging data into the KM School Portal.

These results can then be entered onto the class chart, if required. The capture slips will go to the school office, where all class data will then be added to the main school wall chart and the data added to the KM School Portal (see data monitoring input on page 3 of this document).

Visit [www.kmcharityteam.co.uk](http://www.kmcharityteam.co.uk) and click on the KM School Portal link.



## Step 2: Class Chart Form

On the back page of these guidance notes is the artwork for the Class Chart Form which you should photocopy and make available to the pupil or staff member recording the reading figures for the class. This will need to be photocopied for each week, after all names have been written in at week one.

The form will then be completed and a total number of the target, the actual number of minutes read and a difference column can then be completed. This sheet is to be kept in class and can be used as a weekly progress report. It also provides evidence to earn credits for the Kent and Medway Children's University.

## Step 3: Class Chart

You may then also wish to enter the final totals onto the class chart, once this has been completed. The class chart can be used to record as much information as you wish and is a good way of motivating pupils to keep reading and watch the total of minutes grow each week. This will also identify class winners if you want to carry out interclass competitions.

### School wall chart

The main wall chart to could be displayed in the school hall or reception. Once all of the classes data is captured, the percentage amounts of meeting and exceeding the actual number of reading can be added to the chart. This will show progress of the school with the aim of motivation and aiming towards entry to the KM Literacy Challenge.

Add each weeks figures in turn.  
Do not accumulate figures.

## Step 4: Bookmarks

Instruct pupils to pop their bookmarks in their Contact Book to maximise the chance parents will see it.

## Step 5: Make it rewarding

### Wall certificate

Each week, you may wish to award a pupil for extra effort on exceeding the target or type of reading material or any other incentive that you prefer. The "reader of the week" can be entered onto the wall certificate that can then be rubbed off ready for a new star the following week.

Stickers are also included for pupils to collect. We recommend a pupil is given a sticker for meeting their target – however you can adapt this if you wish.

### Class of the week

A critical part of the scheme mechanic is for the head teacher to announce the Literacy Class of the Week in assembly. This will be based on the figures generated by the hands up surveys and optional calculation of additional minutes of reading achieved.

Announcing the Literacy Class of the Week generates inter-class competition which motivates pupils of all reading abilities to join in. Pupils love to win the Literacy Class of the Week title and will push parents to sign their bookmark and support their home reading.

