



MIDDLE YEARS PORTFOLIO

***A Guide to the Five Literacies***

***Name:***



## Middle Years Portfolio - A guide to the Five Literacies

MiY Portfolio is made up of five literacies, plus MiY Projects (4<sup>th</sup> and 5<sup>th</sup> Year)

- **Cognitive Literacy** - you are an effective learner
  - **Digital Literacy** - you are technological
  - **Social Literacy** - you can inspire
  - **Wellbeing Literacy** - you are healthy
  - **Futures Literacy** - you are motivated

### Awarding MiY Portfolio

The level achieved in *each literacy* is based on meeting the following criteria:-

- **Competent:** Complete one **competent TASK** from each substrand in a literacy
- **Literate:** Achieve competent level, plus complete at least half of the **literate TASKS**.
  - **Fluent:** Achieve literate level, plus complete at least two **fluent TASKS**.
  - **Ingenious:** Achieve fluent level, plus complete one **ingenious TASK**.\*

### MiY Portfolio Overall Grading

MiY Grade:	If you achieve...
<b>PASS:</b>	A baseline of competent in all literacies...
<b>MERIT:</b>	... and literate in at least two literacies
<b>COMMENDATION:</b>	A baseline of literate in all literacies...
<b>DISTINCTION:</b>	... and fluent in at least <b>two</b> literacies
Esse Quam Videri	A baseline of fluent in all literacies plus at least one literacy graded as ingenious level.

e.g

<b>Cognitive literacy</b>	Competent
<b>Digital Literacy</b>	Competent
<b>Social Literacy</b>	Ingenious
<b>Wellbeing Literacy</b>	Competent
<b>Futures Literacy</b>	Competent
<b>PASS (With Ingenuity)</b>	

<b>Cognitive literacy</b>	Literate
<b>Digital Literacy</b>	Literate
<b>Social Literacy</b>	Literate
<b>Wellbeing Literacy</b>	Literate
<b>Futures Literacy</b>	Fluent
<b>COMMENDATION</b>	

<b>Cognitive literacy</b>	Literate
<b>Digital Literacy</b>	Literate
<b>Social Literacy</b>	Ingenious
<b>Wellbeing Literacy</b>	Fluent
<b>Futures Literacy</b>	Fluent
<b>DISTINCTION (With Ingenuity)</b>	

\* Earning any Ingenious gives an ingenuity tag with the grade, recognising a truly impressive feat.



## MiY Portfolio TASK Matrices and evidencing

Use the following pages to identify **TASKS** as well as to document and navigate your progression in each literacy.

For each **TASK**, further details and examples can be found in the relevant section on the MiY Portfolio Moodle pages.

**TASKS** must be marked as complete on Moodle with relevant evidence uploaded as instructed. This will be checked by a member of the Middle Years staff (MiY Staff). You may wish to sign & date each box for a successfully submitted **TASK**, to keep track of your personal progress.

### MiY Staff

Head of Section: Mr R Picton

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Where you may encounter opportunities to complete

#### **TASKS:-**



- Lessons



- Hobbies



- Extra/co-curricular



- Supracurricular



- Pastoral



- Staff recognition



















- Careers



# Cognitive Literacy

A primary goal of a Truro School Education is to instil a sense of interest and intrigue, establish and enable a lifelong love of learning and reflecting as independent and critical thinkers, regardless of academic outcome. Understanding how you learn and respond to challenge, and how to better this is a vital part of education; don't take facts and opinions on face value, challenge them and test them for authenticity.

SUBSTRAND	
<b>Critical Information Evaluation</b>	CIE involves assessing the reliability, credibility, and relevance of information sources to make informed decisions and form accurate conclusions distinguishing between trustworthy and misleading information. This enables you to navigate the vast digital landscape with discernment and contribute to discussion and debate with well-informed articulation.
<b>Organisation</b>	Personal organization involves structuring and managing tasks, time, and resources efficiently to achieve goals and maintain order in daily life. Effective strategies enhance productivity, reduce stress, and create a foundation for pursuing personal and professional aspirations, leading to a more balanced and fulfilling lifestyle.
<b>Study techniques</b>	Study techniques are methods and strategies employed to enhance learning, comprehension, and retention of information during educational pursuits. They optimize the learning process, boost memory recall, and enable you to grasp complex subjects more effectively, ultimately leading to improved academic performance and lifelong learning skills.
<b>Learning Scores &amp; Metacognition</b>	Metacognition refers to the ability to think about and understand one's own thinking processes, including awareness of strategies, strengths, and areas for improvement in learning and problem-solving. It empowers you to become a more effective learner by enabling you to monitor and adapt your cognitive approaches, leading to enhanced self-regulation, critical thinking, and better overall cognitive performance.
<b>Academic Inquiry</b>	Academic inquiry drives intellectual curiosity and advancement of knowledge across various fields. Fostering a culture of continuous learning, often through critical exploration of questions, research, analysis, and evaluation of information or topics to gain deeper understanding outside of the curriculum.






















	Competent	Literate	Fluent	Ingenious
<b>Critical Information</b>	<p> Use quotations to support points and arguments in written or spoken work</p>	<p> Check credibility &amp; reliability of claims from sources (for example online articles) for Bias &amp; Truth</p>	<p> Perform research that uses citations (can be used with Digital Literacy word processing)</p>	
<b>Organisation</b>	<p> Organise revision, or weekly events in a timetable / organiser</p>	<p> Demonstrate or report on an organisational structure you use.</p>	<p> Demonstrate how breaking a significant goal or ambition down into manageable sub-tasks and applying tool such as SMART targets, resource procurement etc led to the goal being achieved</p>	
<b>Study Techniques</b>	<p> Evidence trialling of different revision methods</p>	<p> Attend a series of Study Skills workshops</p>	<p> School award or recognition of established and effective study skills</p>	
<b>Learning Scores &amp;</b>	<p> Give examples of the different learning score categories</p>	<p> An improvement in learning scores over one term</p>	<p> Maintained improvement in learning scores</p>	
<b>Academic Inquiry</b>	<p> Attend an enrichment club/society for a term</p>	<p> Join a subject webinar from Unifrog and complete a feedback form</p>	<p> Attend an external supracurricular event/programme</p>	<p> Complete a MOOC</p>



# Digital Literacy

Entering an increasingly digital internationally collaborative way of working demands confidence, creativity and fluency with digital and computational methods. Truro School pupils should be recognised for their ability to adapt, problem solve and their positive use of technology.

SUBSTRAND	
<b>Digital Collaboration</b>	Digital collaboration refers to the process of individuals or groups working together on projects, tasks, or ideas using online tools and platforms. It transcends physical barriers, promoting real-time communication, shared resources, and synchronized efforts, which enhance productivity, innovation, and teamwork in today's interconnected and fast-paced work environments.
<b>Word Processing</b>	Word processing is crucial having revolutionised the way we handle written communication, enabling efficient editing, formatting, and sharing of documents in various formats. It enhances productivity by streamlining tasks and ultimately fostering clear and organized information exchange.
<b>Data Handling</b>	Fluency in inputting, processing and presenting data is invaluable as a means of evidencing a point or speeding up productivity in almost any venture, for example in scientific analysis, surveying and pricing up materials.
<b>Coding / Logic</b>	Coding underpins the digital world, enabling the creation of software, websites, and apps that drive modern communication, business, and innovation. An understanding of coding practice develops logical reasoning and empowers individuals to solve complex problems, automate tasks, and bring creative ideas to life.
<b>Online Profile</b>	An online profile serves as a digital representation of oneself, influencing first impressions and shaping personal and professional connections across the world. It provides a platform to showcase skills, achievements, and interests, opening doors to networking, collaboration, and opportunities that transcend geographical boundaries.

	Competent	Collaboration	Literate	Fluent	Literate	Fluent	Ingenious
<b>Digital</b>	 <p>Share a document (e.g. submission of work on onedrive)</p>	 <p>Use file sharing / the cloud to work on a group presentation or project</p>	 <p>Create/moderate an online group for a common goal or objective</p>	 <p>Educate others in collaborative working, producing resources, guides and/or face-to-face workshops</p>			
<b>Word</b>	 <p>Produce a purposeful written document (essay, formal letter)</p>		 <p>Organise a document using sections and headings to create a functional table of contents</p>	 <p>Use plug-ins to enrich a word processed document (such as citation and referencing tools)</p>	 <p>Produce a published document or newsletter for the school or local community</p>		
<b>Data Handling</b>	 <p>Use a spreadsheet to input and graph data</p>	 <p>Use a spreadsheet to sort and organise data</p>	 <p>Use formulae to analyse and process data</p>	 <p>Use a spreadsheet/pivot table to group and analyse data, such as responses to surveys</p>	 <p>Model scenarios using data</p>		
<b>Coding / Logic</b>	 <p>Produce a code for a simple task (such as guessing number / dice roll)</p>	 <p>Create instructions / an algorithm for completing a task</p>	 <p>Produce a code to solve a specific problem / task</p>	 <p>Produce neat and efficient code using functions / modules, well commented, neat and readable.</p>		 <p>Be recognised as a developer of a successful piece of software / app to solve a problem</p>	
<b>Online Profile</b>	 <p>Understand digital footprints and social media profiles</p>		 <p>Create a Blog / Vlog</p>	 <p>Produce a professional online presence (for example, in Wix) for a skill or initiative of yours</p>			

























# Social Literacy

Being part of a cohesive team, however big or small, increases productivity and raises potential. The ability to draw the best from people as well as oneself, to inspire, motivate and lead others towards altruistic goals and a positive future.

SUBSTRAND	
<b>Public speaking</b>	Public speaking is the art of delivering a message, idea, or information to a live audience in a clear, engaging, and confident manner enabling individuals to share their expertise, persuade others, and inspire action in personal, academic, and professional arenas. We value public speaking as the skills enhance communication, foster connections, and influence change.
<b>Service &amp; Initiating Change</b>	Active engagement in actions or projects that contribute positively to a community with the aim of bringing about meaningful improvements or advancements. It involves identifying areas for enhancement, creating innovative solutions, and taking proactive steps to address challenges or promote positive transformations for the greater good.
<b>Teamwork</b>	Teamwork is vital; it fosters collaboration, harnessing diverse skills and perspectives to tackle complex problems and achieve goals more effectively than individual efforts. It cultivates interpersonal skills, adaptability, and empathy, nurturing personal growth while promoting a sense of unity and shared accomplishment that strengthens relationships and communities.
<b>Coaching / Mentoring</b>	Guiding and supporting an individual's development through guidance, feedback, and sharing of expertise. Development of these skills is mutually beneficial to both the mentor and mentee.
<b>Creative</b>	Encompass the exploration and expression of ideas, emotions, and narratives through various mediums such as visual arts, music, literature, and more. They offer avenues for individual self-expression but also serve as cultural mirrors, fostering connections, empathy, and a deeper understanding of diverse perspectives, thus enriching societies and promoting a sense of shared humanity.
<b>Inclusivity</b>	Innovative, equitable, and harmonious communities necessitate an environment where all individuals, regardless of their background, identity, or abilities, are valued, respected, and provided with equal opportunities to participate and contribute. At Truro School, inclusivity is a core methodist value, promoting diversity, nurturing a sense of belonging, and harnessing the collective strength of varied perspectives.






















	Competent	Literate	Fluent	Ingenious
<b>Public Speaking</b>	 <p>Present to a group / class</p>	 <p>Present to the wider school / local community</p>	 <p>Participate in a local or national speaking /debating competition</p>	
<b>Service &amp; Initiating Change</b>	 <p>Study of issues facing society today:</p> <ul style="list-style-type: none"> <li>• Human Rights</li> <li>• Social Justice</li> <li>• Discrimination</li> <li>• Inequality</li> </ul>	 <p>Be an established part of a committee or council, for a cause.</p>	 <p>Communicate / share outcomes of a council or committee decision or initiative</p>	
<b>Teamwork</b>	 <p>Be an established part of a group / team</p>	 <p>Influential as a member of a team</p>	 <p>Be selected and participate in a regional level team</p>	 <p>Be selected and participate in a team at a national level</p>
<b>Coaching / Mentoring</b>	 <p>Help to develop abilities and strengths in others such as in Peer marking and Games activities</p>	 <p>Give support and guidance to others in an organised structure in a community (such as sports clubs or the arts)</p>	 <p>Demonstrate coaching / mentoring of others within a community (such as a sports club, or the arts)</p>	 <p>Complete a recognised external coaching qualification</p>
<b>Creative</b>	 <p>Perform to a group/class or have some creative work displayed within a school department</p>	 <p>Perform to a community, for example in a drama production, music concert or artwork in a gallery</p>	 <p>Be a leading role in a production/concert to a wide community or member of county / national ensemble</p>	 <p>Lead / direct a performance of your own creative work in a public forum</p>
<b>Inclusivity</b>	 <p>Show awareness and understanding of the school's EDI statement</p>	 <p>Be an active member of an inclusivity initiative</p>	 <p>Organise / lead a school event that champions inclusivity</p>	 <p>Bring inclusivity to a wider audience outside of school</p>



# Wellbeing Literacy

The ability to look after yourself, emotionally and physically is invaluable in your own life and in supporting others. Knowing when and how to pull back on life pressures to protect yourself and others, and when to push hard to accomplish great things can enable good relationships and good health.

SUBSTRAND	
<b>Mental Health Toolkit</b>	MHT is a collection of strategies, resources, and coping techniques aimed at promoting emotional well-being and managing mental health challenges. It provides you with accessible tools to navigate stress, anxiety, and other mental health concerns, fostering resilience and encouraging proactive self-care for overall mental wellness.
<b>Connect with Other People</b>	A developed emotional intelligence level enables recognition, understanding and management to effectively navigate one's own emotions as well as the emotions of others. It enhances interpersonal relationships, communication skills, and empathy, enabling individuals to handle social situations, collaborate harmoniously, and lead with sensitivity and emotional awareness.
<b>Be Active (Physical Health)</b>	Encompassing fitness, exercise, and overall bodily well-being, an active lifestyle plays a pivotal role in maintaining energy levels, preventing illnesses, and sustaining optimal mental function. Regular physical activity supports cardiovascular health, strengthens muscles and bones, and bolsters the immune system, all of which contribute to a robust and resilient body.
<b>Healthy Eating</b>	Eating healthily provides the necessary nutrients and fuel for the body to function optimally, supporting growth, energy production, and immune system strength but also contributes to mental clarity and an improved mood.
<b>Faith and Spirituality</b>	Encouraging exploration of beliefs, developing practices, and discovering a sense of connection to something beyond the physical world can provide a source of purpose, hope, and inner peace. This can offer comfort during challenges, promote personal growth, and foster a sense of community, contributing to mental and emotional well-being in diverse ways.





















	Competent	Literate	Fluent	Ingenious
<b>Mental Health Toolkit</b>	 Evidence of completion of tutor tasks	 Participate in a mindfulness club or society	 Complete a "Self-Care Plan" to recognise your own strengths and support	 Complete a recognised Wellbeing Course (e.g. Nebula Learning)
<b>Connect with Other People</b>	 Evidence of completion of tutor tasks	 Participate in a non-academic social club or society	 Support Others – show care and consideration to support a friend or peer	 Involvement in a peer mentoring/support scheme
<b>Be Active (Physical Health)</b>	 Complete a gym induction	 Attend a sports / physical club or society for a term	 Complete free weights induction	 Produce and adhere to a healthy and appropriate fitness/health regime
<b>Healthy Eating</b>	 Gain knowledge of healthy eating and a good diet	 Participate in a cookery school activity (Leiths or elsewhere)	 Develop a food and nutrition diary	
<b>Faith and Spirituality</b>	 Connect with and reflect on religious and non-religious ideas/concepts	 Participation in a club/society for faith / spirituality	 Be an active member of inclusivity (e.g. EDI committee)	 Lead a group on issues of faith / spirituality



# Futures Literacy

Vision separates mediocrity and greatness. To look inwards as well as outward, to expose yourself to a wide range of experiences to help identify your calling and the pathway to chase your ambitions.

SUBSTRAND	
<b>Motivation</b>	Motivation is the driving force that propels individuals to initiate and sustain actions towards their goals, desires and aspirations. Such clarity of future fuels productivity, persistence, and thus personal growth, channelling one's energy and focus to overcome obstacles and achieve meaningful accomplishments.
<b>Forward thinking</b>	Where motivation cultivates the mental drive, forward thinking helps pupils to navigate the path and involves considering future possibilities, anticipating potential challenges, and planning proactively to maintain progress and achieve goals.
<b>Careers and Pathways</b>	Career pathways are the planned sequences of education, training, and work experiences that guide individuals toward their desired professions, helping them achieve personal and professional growth. These ideas are explored through the established and thorough careers programme in the middle school.
<b>Contribution to society</b>	Charity is a big part of Truro School and Methodism. This substrand refers to the positive impact and meaningful actions individuals undertake to enhance the well-being and progress of their communities and the broader world.

	Competent	Literate	Fluent	Ingenious
<b>Motivation</b>	 Consider your motivation and purpose	 Acting on feedback / proactive commitment to improve	 Complete a review and account of a book/talk that motivated and inspired you and your way of thinking	 Identify and self-reflect on an aspect of your life where you have brought about a major change in your life and how this has helped you
<b>Forward thinking</b>	 Complete a quiz to identify mindset: Grit Vs Growth	 Completed Personal Development Plan	 Identify and complete action points for Personal Development Plan	
<b>Careers and Pathways</b>	 Participation in Careers / Inspiring futures days	 Complete termly target setting activities	 Attend Sixth Form taster day and complete feedback	 Reflect on Morrisby Assessment and upload it to Unifrog locker
<b>Contribution to society</b>	 Attend a Truro School Careers Convention	 Complete your Curriculum Vitae and upload it to Unifrog locker	 Join a skills/career webinar on Unifrog and complete a feedback form	 Organise and complete Work Experience
	 Participate in tutor charity fund raising event	 Participation in a charity event in the local community	 Sustained contribution of time and effort through involvement with a local or national charity	 Leadership of a charity event in the local community
				 Create a charitable initiative on a regional or national scale

