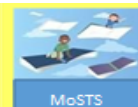




Monmouthshire Specialist Teaching Service (MoSTS)



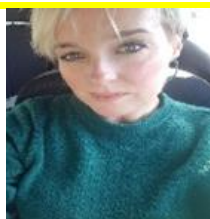
The Monmouthshire Specialist Teaching Service (MoSTS) work together with schools to help pupils overcome barriers in their acquisition of literacy skills.

The aim of the service is to support schools to meet the needs of children and young people experiencing literacy difficulties. This could include:

- Developing the skills of staff to meet the range of literacy needs in their school for example through training.
- Supporting with classroom strategies, assessment and monitoring, target setting, intervention planning and delivery, and resources.
- Supporting school staff to set up and deliver bespoke time-limited intervention.
- Delivering time-limited intervention to individual and small groups of pupils.

Please consider this document alongside our MCC Literacy Practice Guidance which can be found here [Teaching CYP with Literacy Difficulties. Practice Guidance for MCC Schools](#). This is held on the MoSTS portal which holds other helpful information [Monmouthshire Specialist Teaching Service](#)

Meet the Team



Claire Jones

MoSTS Lead Teacher (Mon-Thurs)

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Lynsey Harris

HLTA (Wed-Fri)

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Nicola Owens

HLTA (Full time)

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All members of MoSTS will visit schools across Monmouthshire to deliver interventions, training and offer support to school staff. This is on a needs-led basis.

What should you do if there are concerns about a pupil's literacy development?

1. Build the Bigger Picture/Plan

- Gather information from parent/carers and others relevant agencies (e.g. Speech and Language Therapist).
- Explore the pupil's needs in more detail using any relevant assessment and data that will help to identify areas of strength, and barriers to learning which are impacting on literacy development/progress.
- Create a One Page Profile with Target Sheet.



2. Do and Review

- Deliver a programme of intervention to address the barriers to learning identified.
- Review progress with parent/carers between 6 to 12 weeks (at least termly).
- If **enough progress** is made then continue with intervention and update targets.
- Continue to monitor and repeat this process every 6-12 weeks.
- Following 1-2 terms of targeted intervention, if there is **insufficient** progress you could: ensure targets set are appropriate (SMART);



3. Request for Involvement of the MoSTS

- Complete a Request for Involvement of the MoSTS, please see below.
- Ensure **signed parental/ carer consent** and views are included.
- **Attach all relevant information** including One Page Profiles with Target Sheet (including reviews); MAT-L (MoSTS Assessment Tool – Literacy) MoSTS Assessment Tool - Literacy (MAT-L) and other school assessment details; and information from any other agencies involved (e.g. Speech & Language therapists, Educational Psychologists etc).

All Requests for Involvement for the MoSTS will be considered at the half termly panels (see dates below) and you will be notified of the decision.

Typically, MoSTS deliver time-limited intervention to pupils in Years 3-6. Please note that pupils in year 6 will only be considered for MoSTS support at the first panel of the academic year (November 2025) to allow time to set up, deliver and complete meaningful support/intervention prior to transition.

Advice can be sought for all pupils, including pupils in Reception, Year 1 and Year 2. Anonymous advice can be gained by contacting MoSTS directly mostspupilreferrals@monmouthshire.gov.uk

MoSTS leaflets for parent/carers and children and young people can be found here [MoSTS Leaflets](#)

The MoSTS Panel

All Requests for Involvement for MoSTS will be considered and allocated via the decision-making panel to ensure equity and consistency across MCC. The panel is currently typically made up of representatives from the MoSTS and Educational Psychology Service.

The outcome of the panel will be communicated to the member of school staff who completed the Request for Involvement form. It is school's responsibility to inform the parent/ carer.

Possible outcomes of the panel are:

- 1) **The request is incomplete.** Panel needs more information from school. When further information is submitted, the request will be considered at the next panel.
- 2) **The request is not appropriate for MoSTS intervention.** Panel may offer some signposting to relevant information/ further training/advice.
- 3) **Further assessment by MoSTS** to gather more information about pupil's needs/barriers to learning. This assessment is likely to include further investigation into skills and attainment relating to spelling, reading, comprehension, phonological awareness, processing speed, working memory. The assessment information will be shared with school and if necessary, brought back to the next panel.
- 4) **Involvement of MoSTS is appropriate.** A member of MoSTS will either deliver and review, or support school staff to deliver and review a bespoke time-limited intervention. There is an expectation that this level of support and intervention will help to build the skills of school staff. Learning for the pupil should be reinforced and generalised by school staff across the school week.

When MoSTS are working in a school, it is essential they have appropriate space to work; support to access photocopying necessary for the pupil/s; somewhere safe to store pupil/s resources/work during the period of intervention; and timely communication if the pupil is unavailable for their session.

When does the MoSTS Panel Meet?

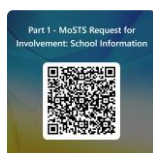
Request for Involvement Panel Meetings
19 th November 2025 9-1pm
18 th March 2026 9-1pm
24 th June 2026 9-1pm

We welcome school representatives to join the MoSTS panel, as observers. All dates are above and are held in person in County Hall Usk. If you would like to join us for one of those dates, please contact ALN@monmouthshire.gov.uk

MoSTS Request for Involvement (Rfi) Forms

Please submit requests by completing Part 1 and Part 2 of the MoSTS Request for Involvement Form, at least 3 days before panel, please find links/QR Codes below:

[Part 1: MoSTS Request for Involvement - School Information](#)



[Part 2: MoSTS Request for Information - Parent/Carer Information and Consent](#)



We are asking schools to complete and submit the MAT-L (MoSTS Assessment Tool – Literacy) [MoSTS Assessment Tool - Literacy \(MAT-L\)](#)

Professional Learning

Our Inclusion Professional Learning Offer for 2025-26 can be found on the [MoSTS Training Portal](#) Please discuss any training needs with a member of MoSTS or email ALN@monmouthshire.gov.uk

MoSTS have pages on the MCC Training Portal. These pages continue to be updated with useful information and resources.



[Monmouthshire Specialist Teaching Service \(sharepoint.com\)](#)