



English as an Additional Language Policy

“.. in which the strong will have ideals to inspire them and the weak may not be frightened away by excessive demands.” (RSB 64:19)

A. REQUIREMENTS – CURRICULUM

Refer to Academic and Curriculum Policy

B. REQUIREMENTS – TEACHING

Refer to Academic and Curriculum Policy

C. POLICY STATEMENT

- EAL (English as an Additional Language), as it applies to pupils, is defined as such: the first language of a pupil is a language other than English.
- The EAL Department’s aim is to support and develop pupils’ abilities to communicate effectively in speech and writing in a language which is not their first language.
- The Department should support and develop pupils’ appreciation and knowledge of British values and culture, as well as the culture of other English-speaking countries, while maintaining an indebtedness to their own.
- The Department should help pupils to undertake their studies in all subject areas successfully.
- The Department demands the highest standards from teachers and pupils, in keeping with the School’s Mission Statement and the Academic and Curriculum Policy.
- The Head of EAL will maintain an EAL Register so that all staff are aware of all pupils whose first language is a language other than English.

D. AIMS

- Our principle aim is for all pupils to enter mainstream English lessons, ideally when they start at the School or as soon as possible thereafter. Additional support will be provided for pupils so that they are able to cope with learning in mainstream English lessons and all of their other subjects.
- Assess proficiency in English of all pupils new to the school both before they arrive, using an age-appropriate suite of entrance assessments, and upon arrival, using the Oxford Placement Test and interview.
- Facilitate extra 1:1 or small group lessons where required.
- Support pupils, where possible, with subject-specific difficulties.
- Ensure that any pupil staying for one year or less is given the opportunity, where practicable, to sit a recognised qualification in ESL (English as a Second Language) (eg PET/FCE/CAE/IGCSE/IELTS).

E. PROVISION

- EAL provision is available, in principle, to all pupils whose first language is a language other than English. All EAL provision incurs an additional charge (see Section E).
- The Head of EAL will determine whether or not a pupil should be listed on the EAL Register.
- The EAL Register will provide the following information for all pupils whose first language is a language other than English:
 - Stage of EAL proficiency:
As per Section G., the Head of EAL will maintain a special interest in the pastoral care of all pupils whose first language is a language other than English, regardless of their stage of proficiency, in order to help them to settle smoothly within the School.

1. No additional support or monitoring required.

The School will recommend that pupils in the Sixth Form considering UK universities sit the IELTS, and attend IELTS preparation lessons.

The Head of EAL will not monitor pupils on Stage 1 unless an EAL Referral Form is issued by a member of staff, and the Head of EAL feels that it is necessary to consider a move to Stage 2.

2. Requires monitoring by staff, issuing EAL Referral Forms as necessary.

The Head of EAL will collate feedback from staff and monitor academic performance, and will maintain communication with the tutor and House Mistress/Master.

The Head of EAL will contact parents if there is a possibility that a pupil may move to Stage 3, and explain the reasons for providing additional language support.

3. Requires additional language support.

The level of support will be recommended to the pupil and parents following consultation with staff, and an assessment of the pupil's needs.

- Date of birth
- Nationality
- Summary of previous education
- Entrance Assessment results and feedback (eg oral proficiency in interview)
- Oxford Placement Test result (taken upon arrival)
- Recommendations for mainstream entry or additional support
- Other relevant information eg studying for IELTS.

Pupils will be listed on the EAL Register if they satisfy the following criteria:

- Their first language is not English and they are following an alternative EAL curriculum instead of attending mainstream English lessons.
- Pupils in First to Fifth Forms: their first language is not English and, although they are attending mainstream English lessons, they require additional language support to help them in their other subjects.
- Pupils in the Sixth Form: their first language is not English and they require additional language support to help them in their A Level studies.

- Their first language is not English and they are preparing for an EAL qualification eg PET, FCE, IELTS.
Points to note:
Please be aware that all Sixth Form pupils, who are non-British passport holders, are strongly recommended to take the IELTS qualification if they are considering study at a UK university.
- The Head of EAL will determine whether or not pupils require additional language support, and will determine the level of support which will be at least 70 minutes per week. The decision to provide additional language support can occur at any time following a process of assessment as outlined below:
 - For prospective pupils, we may make additional language support a condition of their initial offer if their performance in the entrance assessments or interview would lead us to believe that they require help in accessing the curriculum.
 - All new pupils whose first language is not English are assessed thoroughly by means of the OPT (Oxford Placement Test) and an oral assessment upon arrival at the School, and the Head of EAL may provide additional language support following this assessment.
 - Pupils may be referred to the Head of EAL once they are studying at the School and, if necessary, the Head of EAL may assess a pupil at any time to determine if additional language support is necessary.
- All pupils on the EAL Register will have an ILP (Individual Learning Profile), which will be reviewed termly.
- The Head of EAL will ensure that the 'Curriculum' requirements, as stated in the Academic and Curriculum Policy, and as they apply to EAL, are satisfied, and, in particular, that all pupils are presented with the opportunity to make progress.
- The Head of EAL will ensure that the 'Teaching' requirements, as stated in the Academic and Curriculum Policy, and as they apply to EAL, are satisfied.
- The Head of EAL will be responsible for coordinating the EAL Referral System which allows staff to raise concerns about a pupil on the EAL Register. This information will be used to ensure that effective provision is made for all pupils on the EAL Register, and that all staff are fully informed of the particular learning profile and needs of pupils. Staff can make use of this information to inform their EAL provision maps (produced for each class), and their planning of future learning, to ensure that the 'Teaching' requirements (a) and (d), in particular, are satisfied.
- GCSE English for pupils joining at the start of Fourth Form:
 - Only pupils studying English in mainstream English lessons from the start of Fourth Form will be able to study for GCSEs in both English Language and English Literature.
 - Where pupils are not taking GCSE examinations in English Literature, they will sit either GCSE English Language or IGCSE English as a Second Language depending upon their performance in assessments and examinations. A final decision will be made by the end of the Michaelmas Term in Fifth Form.
- GCSE English Language for pupils staying for one year in the Fifth Form:

- Pupils will sit either GCSE English Language or IGCSE English as a Second Language. A final decision will be made by the end of the Michaelmas Term in Fifth Form.

F. ADDITIONAL CHARGES

Provision	Cost to parents
EAL in place of mainstream English (2 hours 55 minutes per week)	£880 per term
Study for an English qualification eg IELTS (two 70 minute lessons per week)	£880 per term
Additional language support (70 minutes per week)	£880 per term (1:1) £600 per term (group)

G. PASTORAL CARE

The EAL Department has a special interest in the pastoral care of all pupils whose first language is a language other than English, and aims to help them to settle smoothly within the School.

The EAL Department can often provide an important source of information for staff, and an important means of communication between home and School, to ensure the welfare of pupils on the EAL Register.

There is a specific International Pupil Induction before the rest of the pupil body return to School at the start of the Michaelmas Term, which aims to provide an introduction to the School for pupils and parents, and a smooth transition into a new school.

The EAL Department organises a number of cultural events during the year to help pupils to both celebrate a particular culture and enrich the cultural diversity of the School.

Policy reviewed and amended 8th September 2018 and confirmed as the current Policy
Daniel Gibbons