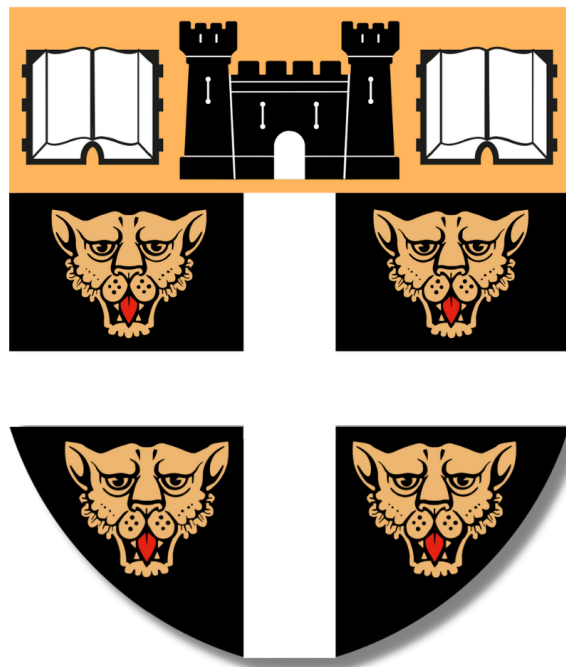


English as an Additional Language Policy

Dover College



Owner:	Deputy Head	Date: August 2022
Approved By:	DR	Date: August 2022
Review Frequency	3 yearly	
Last reviewed on:	August 2022	
Next review due by:	July 2025	

1. AIMS

To educate pupils in English in order to facilitate their entering mainstream classes (and to continue support thereafter when necessary).

To teach English;

- a. For success in IELTS or C1 advanced Cambridge Assessment exam- essential for those students wishing to attend British Universities.
- b. For success in A2 (KET) & B1 (PET) and B2 Cambridge Assessment exams, leading to IGCSE.

EAL provision is available in principle to all pupils whose first language is not English.

2. PROCEDURES

Assessment of Requirement

The International Study Centre (ISC) department assesses all International students internally on arrival, in order to gauge their level, using both online written and verbal tests.

If the students' English is not sufficient for the course they are undertaking, the department will decide on the most appropriate course of action, which may involve an intensive course of English with delayed access to the main curriculum.

The College reserves the right to take this action in the best interests of the student.

Admissions

- If at all possible, places for international pupils into the full-time Lower Sixth should be for two years.
- A 3 year 6th form programme is advised by the Admissions Team for those pupils who interview initially with a low level of English language.
- Pupils will be tested for progress in their first term and the College will reserve the right to decide which type of study programme would suit the student best.

Teaching Provision

- The International Department offers individual and/or small group tuition in English for EAL examination courses as well as tuition in support of other mainstream subjects and the needs of their examination courses.
- The number of lessons per week will vary depending on individual pupil needs and what it is possible to timetable.
- Pupils may be required to take EAL classes (or return to them) in cases where, in the view of their teachers:
 - the standard of their work in one or more subjects is unsatisfactory, and

- that one significant reason for this underperformance is a lack of relevant linguistic proficiency in English, and
- that attendance in EAL classes is likely to raise this standard.

Departmental Handbook

This includes:

- Introduction to the department, its purposes and its members
- Details of pupil tracking
 - Work covered / to be covered
 - Targets set
 - Review of progress against targets (including testing procedures)
- Schemes of Work used in the department
- Internal testing schemes used, including the initial placement tests

Pupil Tracking

- Using The Bell Foundation Tracker, pupil progress will be tracked on a review cycle timed with internal assessments and this information should be used to inform staff of both problems and progress of International pupils.
- In the Lent term, pupils take mocks in IGCSE & ESL exams to prepare them for the summer term exams and to assess their progress.
- Pupils tested against targets are able to see their own progress in moving up a level when they are successful; certificates are awarded.
- Information about International pupils and their abilities in English are available on Google Drive and their Student Profiles are updated regularly.

Liaison with the other departments

- The International Department works closely with the other academic departments; the department encourages an open door policy and will proactively arrange tea time informal INSET for those staff who may wish to attend.
- The ISC is well resourced, with a wide range of course books, mainstream textbooks, practice books for every aspect of language, ESP (English for Specific Purposes) books and reference materials, CDs, DVDs and a collection of graded readers.
- The International Department liaises on a regular basis with Learning Support on matters of competency in English as well as suspected barriers to learning. The LS department will attend ISC department meetings on an ad hoc basis.

Socialisation

It is College policy that International pupils are fully integrated into College life. To this end, all members of the College community should encourage the international pupils to:

- Speak English as much as possible during the day
- Be involved in games and weekend activities as well as with year group and House events.

International students are also allocated a 'buddy' on arrival who take them under their wing for the first month of their time at the College. These buddies will be given

the opportunity to become 'Language Ambassadors' under the Young Interpreters Scheme.

Charging

- International Department lessons are given without charge in the first year at College.
- Those who need more input after their first year will be charged in accordance with the published rates for that academic year.

Contact with Parents & Agents

Written reports on students' performance and progress are issued in line with the assessment and reporting schedule of the rest of the school and oral reports at parent-teacher meetings.

Parents are made to feel welcome to contact the Head of Department at any time, preferably by email, should they have any questions or concerns about EAL provision. Contact details are available from the College website or school office.