

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) POLICY DOCUMENT 2010

Aims

- To develop the girls' English, as rapidly as possible, to enable them to function effectively in the school community;
- To support and encourage the integration of all EAL pupils into the whole school community;
- To ensure that EAL pupils have appropriate access to the school Curriculum;
- To promote an awareness of issues relating to EAL speakers throughout the school;
- To collate information about pupils' educational, linguistic and social background;
- To maintain a strong sense of cultural origin for EAL speakers;
- To celebrate ethnic, linguistic and cultural diversity.

ASSESSMENT

Applicants

- Prospective pupils are assessed prior to being offered a place.
- The assessment outcomes are used to determine a girl's suitability and relevant year group (irrespective of chronological age).

New Girls

- On arrival new girls are formally assessed.
- The assessment outcomes determine the level of support required and an Individual Education Programme (IEP) is produced.

All EAL pupils

- Targets are set based on assessment outcomes and reviewed on a termly basis.

Recording and reporting

- All assessment outcomes are reported to parents, Heads of Year, Senior Management and the Head of English.
- IEPs, assessment data and targets are accessible for all teaching staff via Facility, the school's information management system (and the intranet in the first instance).
- Termly reports to parents record progress against targets and identify the focus for future work.

Provision of lessons

- The normal curriculum time allocated to EAL support is one hour per girl per week. The actual amount of support required on an individual level is determined through the formal assessments noted above.
- The cost to the school of support above one hour per week will be passed on to parents as an additional charge.
- If a girl does not need support on a regular basis it will not be imposed.
- Provision will be available to adjust the amount of support a girl receives per week if circumstances change during the year.
- Some girls require an intensive English course, over a number of weeks, before they can access the curriculum. If such provision is required the parents are informed and the cost is added to the first term's bill.

The nature of EAL support

- The development of vocabulary, writing, reading, pronunciation and listening skills through a variety of activities.
- Language support to enable a pupil to make progress in a specific subject, through vocabulary development.
- Tuition for internationally recognised EAL qualifications, such as IELTS, PET, IGCSE and FCE

Staff Support

- EAL staff liaise with departments and non-teaching staff in order to support teachers' strategies for the integration of EAL pupils.
- EAL teachers assist with staff development as required.

AB/MARCH/2010