



Felsted

# ENGLISH AS AN ADDITIONAL LANGUAGE POLICY

SENIOR SCHOOL

<b>Governors' Committee normally reviewing:</b>	Senior Leadership Team
<b>Date last formally approved:</b>	Summer Term 2018
<b>Date policy became effective :</b>	November 2009

<b>Period of Review:</b>	3 Yearly
<b>Next Review Date :</b>	Summer Term 2021

<b>Person responsible for implementation and monitoring :</b>	Head of EAL, reporting to the Headmaster
<b>Other relevant policies :</b>	Admissions Policy Curriculum Policy Teaching and Learning Policy Safeguarding (Child Protection and Staff Behaviour) Policy

**The following Policy encompasses the Aims and Ethos of the Senior School**

**Mr Chris Townsend  
Head, Senior School**

**[Aims and Ethos](#)**

**SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

# **ENGLISH AS AN ADDITIONAL LANGUAGE**

## **1. INTRODUCTION**

Each year Felsted accepts some students for whom English is not their first language into Years 9, 10 and 12 (Lower Sixth). The school sets out to provide appropriate support and challenge in employing the English Language throughout the curriculum, for every EAL learner. Approximately 30 students of the 545 students in the school require EAL support.

## **2. EVALUATION OF LEVEL OF COMPETENCY IN ENGLISH**

All EAL students are tested prior to their acceptance into the school, through an interview process which includes a face to face or Skype discussion to establish the quality of their spoken English, an essay written by the candidate in English, and a formal online placement test to establish their competency in grammar and vocabulary. Students need to meet an appropriate standard to be able to carry out their courses across the whole curriculum, in English.

## **3. MANDATORY INDUCTION PROGRAMME (LEAP)**

All new EAL and overseas pupils are required to attend the LEAP course which takes place in the week before the start of the Autumn Term. Parents/guardians are invited to the LEAP lunch on the first day and are given the opportunity to meet Heads of Academic Departments, Housemasters/House mistresses and other key staff. Pupils have lessons in a variety of subjects and are also taken on outings, and evening activities and sports are organised. They are familiarised with Felsted, its buildings, its timetable and its traditions, as well as with England and British culture.

## **4. ONGOING EAL SUPPORT THROUGHOUT THE ACADEMIC YEAR**

The following forms of continuous EAL support are available at Felsted:

- A full time EAL Head of Department is employed, as well as a part time Higher Level Teaching Assistant and EAL teacher (QTS), and a further part time EAL Teacher. Classes are held in a dedicated EAL base. Students are taught in small groups, or individually as appropriate. The Head of EAL assesses students' competencies and works with teachers across all departments to highlight awareness of issues EAL students can face.
- EAL students are tested on their progress throughout the academic year and are entered for Cambridge English examinations in Years 9 (First for Schools), 10/11 (Cambridge First For Schools or Cambridge Advanced English) and IELTS or Cambridge Advanced English in Lower or Upper Sixth.

- Private 1:1 tuition is also available for those who may need extra support.
- We have an EAL qualified Higher Level Teaching Assistant who assists EAL students in mainstream classes (in-class support) wherever needed in Years 9-11; particularly in English, Geography, Religious Education, Classics and History.
- There is 1 evening drop in session available a week for all year groups. During this session, a dedicated EAL member of staff can help with specific language difficulties, coursework, and independent study tasks.
- The Head of the EAL Department is also the International Coordinator, and has oversight of EAL students' development and welfare. The Coordinator helps to run the LEAP week, and thereafter manages different aspects of the international students' experience at Felsted; from organising social events, to overseeing international students' continuous integration into the school community, and the development of an ethos of Internationalism within the school.
- Activities are organised at weekends for all full boarders (including EAL students) who are routinely integrated within the wider school activities.

## **5. AGE SPECIFIC PROVISION IN EAL**

### **5.1 Years 9-11**

Non-native speakers of English entering Years 9, or 10 are tested prior to their acceptance into the school and placed into the appropriate set for English Language and Literature classes. Most non-native speakers take EAL classes in place of an additional language. Students are taught in small groups with the same number of lessons as in mainstream, by a qualified EAL teacher.

Those who are supported within the mainstream system have achieved pleasing passes in IGCSE English Language and Literature.

### **5.2 Sixth Form**

All students must show enough competence in English to benefit from the A Level or IB curriculum.

Some A Level students will need extra support, and this is available from fully qualified EAL teachers. There are small group sessions for help with English and other subjects in both Lower and Upper Sixth.

Those A Level students who intend to continue beyond Felsted to Higher Education at a university in the UK/Australia, New Zealand and some US universities, and who do not have the necessary proof of English language, are prepared for the IELTS test (International English Language Testing System) or the Cambridge Advanced English examination during the 6th Form.

IB students do not usually need to take the IELTS test, but can take advantage of the EAL drop in session.

## **6. REVIEW**

This policy is subject to 3-yearly review. The review process involves the Head of EAL, amongst other colleagues monitoring and evaluating provision and effectiveness.

**Diane Guerrero**  
**Head of English as an Additional Language (EAL)**