



## EAL POLICY

**Policy Date:**  
August 2019

**Review:**  
August 2021

**Person Responsible:**  
BLN/FMO

### School Vision

At Britannica we develop our lifelong learners to be responsible, respectful and resolute global citizens who as independent and inquisitive students, strive happily for excellence in everything they do, in a safe yet challenging environment.



### EAL/ESL Summary

At Britannica, the EAL and Mother Tongue department bases its philosophy on the method outlined in Maurice Carder's Bilingualism for International Schools <http://www.mauricecarder.net/book.html>. The Department promotes Mother Tongue as the fundamental base to all learning and as a scaffold for learning, especially for EAL students in the mainstream class. To support staff in their teaching of EAL students many staff have already been trained in the TESMC course. It is envisaged that this will become compulsory to all staff in the school.

The department promotes that every teacher is a language teacher and welcomes the school's initiative to train all teachers on the "Teaching ESL in the mainstream classrooms TESMC" course.

EAL teaching is based on withdrawal of students from mainstream classes, typically from Literacy lessons in Primary, English, MFL, Hungarian FL and History in Secondary, based on the students' needs. There are also targeted one to one lessons for students who need extra support and in-class support when necessary.

The Head of EAL Primary and Head of EAL Secondary consult regularly with mainstream colleagues to ensure that student progress is shared and monitored, even when a student returns to mainstream classes.

IELTS preparation courses run for Sixth Form students in Year 12 and Year 13 as a compulsory requirement for UK university entries.<sup>2</sup>

The EAL department currently comprises 2 full-time teachers with additional support lessons from Secondary English teachers and SLT.



## English as an Additional Language (EAL) Policy

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

The EAL Department will make provision, where necessary, for those pupils for whom a deficit in language knowledge is restricting their academic and social development. Britannica International School aims to remove the barriers that stand in the way of our EAL pupils to enjoy academic success equal to that of pupils with English as a first language.

This policy is part of our commitment to and evidence of creating a tolerant, kind and open community where all are respected and can flourish within our school community irrespective of whether English is a pupil's first language or not.

### Aims

We aim to ensure that EAL pupils:

- Become fluent in all aspects of the English language
- Are supported so that they gain full access to the school curriculum
- Progress in all aspects of speaking, listening and writing
- Can respond appropriately in formal conversation
- Understand the complexities and nuances of social conversation
- Develop an appropriate understanding of written language
- Acquire specialist subject-specific language

### Admissions Policy

EAL pupils are subject to the same admissions procedures as other pupils. Those with EAL needs identified on the application form or via their current school should be made known to the School prior to the entrance examinations. In appropriate circumstances, allowances will be made regarding the admissions tests to allow those with EAL to show their full potential.

We do not apply a policy of 'double adjustment' once a concession has been made to a pupil to support them take the entrance exams: all entrance data is then considered evenly for all pupils, as it is by exam boards and universities. This further reinforces the need for pupils and parents to disclose any EAL needs during the application process, to allow us to make potential adjustments to support a pupil taking the entrance exams.

The Head of EAL Primary and the Head of EAL Secondary are involved in all EAL student admissions. In some cases, the Secondary learning coordinator may also be needed.

- In Secondary, the Cambridge CPT test is compulsory for all non-native speaker applicants.
- The CPT test will also be used during the school year to assess EAL students and monitor progress.
- Secondary students reading ages/levels are also assessed using Readtheory (reading baseline). This is done with the collaboration of the English department.
- Reading ages are cross-checked with the CAT4 results to identify disparities and students in need.
- Levels are recorded using the CEFR (common European Framework of reference for languages) [http://www.coe.int/t/dg4/linguistic/cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/cadre1_en.asp).
- The grading system is used throughout Primary and Secondary.

Entry requirements:



These are outlined in the admissions policy. In general, secondary entrants need to score a minimum of B1 on the level test.(please see also extract of staff handbook-EAL practice at Britannica).

Further assessment is made if necessary, especially for entries to KS4 and 5, in speaking and writing.

In Primary, zero beginners of English are accepted.

## Identification

We aim to identify those who might benefit from EAL provision either formally with Academic Support help or through informal work with subject teachers in the following ways:

- Declaration by parents on the application form to join Britannica
- Any anomalies in admissions testing that would suggest potential EAL difficulties
- Pupil or parental concern once a pupil has joined the school
- Teachers' concerns that might be raised either from verbal or written work of potential pupils

Pupils, parents and teachers are encouraged to alert the EAL department to any potential EAL concerns as soon as possible to allow investigation and appropriate sources of support to be provided as soon as possible for the pupil.

## EAL Register

The School recognises its obligation to maintain a register of those with EAL so as to ensure appropriate support is given. An EAL Register is kept, and details of EAL pupils are kept on the EAL Register which is kept in our internal school system.

To enable us to provide all necessary support from the critical point of entry we ask at application for details from parents of their son's/daughter's ability in English and language background. Those who are deemed likely to need support are given a further, qualitative assessment which is used to inform a decision as to the appropriate scheme of support, if it is seen to be required. A further check is carried out through Class teachers and Form Tutors to ascertain pupils who are either EAL or bilingual pupils once the year is underway (normally in November). It must be noted that, for whatever reason, parents are often reluctant to identify the student as EAL and record the student as bilingual therefore the school maintains a list of EAL students on the EAL Register.

As well as formal declaration, we obviously encourage parents, pupils and teachers to raise any concerns about language whenever they might occur, to allow us to provide tailored support to pupils with potential EAL needs as and when they arise.

## Provision

Provision for those with EAL is provided within the EAL department either in terms of formal lessons or informal monitoring of the pupil in a variety of ways.

Heads of Subject/KS Leads are required to highlight on schemes of work the ways in which EAL pupils are supported to fully access the curriculum.

The Heads of EAL, SLC and SEN/PSCHE Coordinators retain general oversight of welfare provision for those with EAL needs and liaise with relevant parties to support the child.



**Britannica International School**  
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## Monitoring

We actively monitor the reports and end-of-year examinations of those with EAL needs to ensure they are making good progress, and implement interventions and further support where good progress is not being made.

We also monitor the school attendance records of those with EAL needs, as well as the rewards system to ensure that EAL pupils are both attending school and achieving at a level commensurate with other pupils.

## EAL practice at Britannica

See separate pdf file: this file is included in the teacher's handbook.

### Summary PPT for parents:

This presentation (see separate ppt in folder) is given to parents at the start of the programme. It outlines the philosophy of our department and best practices and tips for parents on how to support their child's learning.

### EAL Support materials:

[www.talesinenglish.weebly.com](http://www.talesinenglish.weebly.com)

<https://sites.google.com/a/britannicaschool.hu/ealteachersupport/>