**English as an Additional Language Policy**

**Introduction**

Papplewick welcomes pupils who speak English as an additional language (EAL) from different overseas countries. Many come to complete their prep schooling in the UK, write the Common Entrance or Scholarships examinations and then move on to a public school in the UK. A smaller number may come for a year to improve their English and then move back to their home country.

Our aim is to help all EAL pupils integrate successfully into the life of the school at all levels, including academic. Whilst we focus on developing the pupils’ English, their first languages and cultures are respected at all times.

The EAL department is part of the Learning Support Department and the Director of Educational Support is head of department.

The EAL Policy should also be read in conjunction with Papplewick’s Special Educational Needs and Disability (SEND) Policy which recognises that children must not be regarded as having a special educational need or learning difficulty solely because their home language is different from the school’s medium of instruction.

**Aims**

The EAL Department aims are:

* To provide a welcoming environment in which EAL pupils can feel confident that their language needs are being addressed to help them realise their academic potential
* To assess the EAL boys' level of English and to plan an individual programme of provision so that the boys can access the curriculum in mainstream lessons
* To offer one-to-one EAL lessons to develop competence in the skills of reading, writing, speaking and listening as well as developing their vocabulary and grammar
* To provide provision that meets the boys' needs with respect to Common Entrance and Scholarship exams, and the Cambridge language exams where requested
* To develop the boys’ understanding of British culture
* To liaise with the EAL boys' subject teachers so that they are aware of the boys' linguistic needs in order to provide appropriate differentiation in lessons for them, as needed
* To work alongside all staff in helping the boys integrate socially at Papplewick and to help, as needed, with any pastoral issues

**Procedure**

Pupils are screened using the Oxford Quick Placement Test. The results correlate with the Common European Framework of References for Languages (CEFR) system of levels. This is a helpful starting point to plan a scheme of work that is tailored to the needs of the individual boy.

Not all EAL boys need to have extra tuition. The EAL department may recommend extra tuition based on the results of the screening test, previous school reports, input from parents and guardians and feedback from each boy's tutor or form teacher and subject teachers.

If boys have extra tuition, the majority of lessons are taught on a one-to-one basis although occasionally pupils of a similar level are taught together, for example if both are being prepared for a Cambridge ESOL examination.

EAL lesson times are chosen carefully so that no academic lessons are missed. The lessons are usually of 35 or 40 minutes' duration depending on the timetable. The current cost of the lessons is based on the hourly rate of £42 per hour, which works out at £28 for a 40-minute lesson and £24.50 for a 35-minute lessons.

All pupils receiving EAL lessons are entered on the Learning Support Register and they have an Individual Education Plan (IEP) with targets that are updated each term.

**Reporting**

Each boy having EAL lessons has a written report that is included in the end-of-term reports. The Director of Educational Support attends all parent-teacher meetings in which she can report on progress to the boys' parents and guardians. The department has an open-door policy and parents can request meetings at any time.

**Exam access arrangements**

EAL pupils who have been in the UK for less than two years are entitled to the use of a bilingual dictionary or translator in the school exams and Common Entrance. If the pupil previously attended an international school, this concession may not apply, depending on the length of time spent attending the international school. If pupils are granted the use of a bilingual dictionary in exams, then they are entitled to an extra time allowance in the exams to give them time to use the dictionary.

The Director of Educational Support liaises with Year 8 EAL pupils' senior schools in order to arrange appropriate concessions for Common Entrance and Scholarship exams, if pupils qualify for them.

**Staff**

The EAL department has part-time, qualified EAL teachers. The Director of Educational Support is an EAL specialist and teaches a few EAL boys. There are also part-time EAL teachers who work on a peripatetic basis.

When boys have achieved a certain level of competence in English, they may continue extra tuition lessons with an English specialist in the Learning Support department, for example for preparation for the Common Entrance and Scholarship examinations.

**Wider school communication and liaison**

The Director of Educational Support attends every staff meeting and is able to respond to concerns raised about any EAL pupil, and to follow up with subject teachers and tutors.

The Director of Educational Support works in close conjunction with the Head of English to discuss the boys' needs and plan appropriate interventions, if needed. British Culture courses, tailored to the Scholarship English curriculum, have been offered to Scholarship pupils in recent years.

At the beginning of the academic year, the Director of Educational Support organises an informal evening activity as an induction for new overseas boys, most of whom are EAL. The Director of Educational Support is a member of the Pastoral Care Committee and is aware of any issues that arise in relation to EAL pupils. She also liaises regularly with boarding staff.

Romy Fotheringham,

Head of EAL April 2017