

Queenswood



English as an Additional Language Policy

<i>Issued by</i>	Deputy Head Academic
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<i>Last review</i>	November 2016
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<i>Circulation</i>	Queenswood Website Governor Portal Staff Portal
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<i>Revision</i>	i
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ENGLISH AS AN ADDITIONAL LANGUAGE POLICY

Policy statement

Queenswood is committed to ensuring that each individual is valued. We have girls from many different countries and we seek to provide the very best care for our overseas girls in a fully integrated community. Overseas pupils enrich our community through the diversity of culture and experience that they bring. The EAL Department plays a leading role in allowing each girl to fulfil her potential and play an active part in school life.

Aims and objectives

To enable girls, for whom English is not their first language, to:

- improve their English language skills, written and spoken, in order for them to fulfil their academic potential and to be able to engage in all aspects of boarding school life
- gain an internationally recognised English language qualification if appropriate
- feel valued, secure and confident
- increase their cultural understanding of the UK
- contribute to the cultural awareness of the whole community.

Roles and responsibilities

Every member of staff at Queenswood has a responsibility to ensure the well-being of our overseas girls. Teachers in the EAL Department have a special responsibility. They fulfil both an academic and pastoral role for these girls, supporting them in their integration into the school and playing a leading role in their well-being. The Speech and Drama department also play a key role in developing the girls' confidence in English and their social confidence. Housemistresses, Houseparents, Tutors and all staff care for the girls pastorally.

Procedures

Admissions

Admission to Queenswood is based on a written test and an interview. Full details are available from the Head of Marketing and Admissions and in the Admissions Policy.

Induction

Overseas girls who are new to the school join a school-wide induction programme at that start of the Autumn Term.

Lessons

The School employs specialist EAL teachers who provide individual and group lessons. As well as developing conversational language to enable pupils to communicate in their daily lives, the EAL Department seeks to develop academic language skills to enable them to participate in the full curriculum. The EAL Department liaises closely with the Academic departments in the school to ensure that girls receive support with their subjects.

Examinations

The following examinations are taken by girls at Queenswood, depending on the length of their stay and the level of their language competency:

- International English Language Testing System (IELTS)
- LAMDA Practical English

Co-curricular opportunities

Overseas girls are encouraged to participate in the huge variety of activities on offer. These include: instrumental music and choirs, Speech and Drama, indoor and outdoor sports and academic societies.

Communications with parents

Parents will meet EAL teachers at the Induction meeting in September and at parents' meetings along with other members of the academic staff. All overseas pupils have at least one written report each year which is sent to parents or guardians. In addition there will be regular contact with parents, both formal and informal, from members of the EAL Department and from the academic and pastoral staff.

Parents of overseas girls are always welcome to visit Queenswood throughout the year and, providing that we have notice, arrangements will be made for meetings with their daughters' teachers.

Other related school policies and procedures

- Aims and Ethos
- Admissions Policy
- Curriculum Policy
- Teaching and Learning Policy
- Learning Support Policy
- Spiritual, Moral, Social and Cultural Policy
- PSHCEE Policy