

PANGBOURNE

EAL Policy

	SMT REVIEW	SMT REVIEW
Last action	June 2019 by DHA	Approved June 2019
Next action	June 2020 by DHA	Approval due June 2020

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The overarching policy of the English as an Additional Language (EAL) Department is to fully integrate all pupils whose first language is not English into the academic, sporting, artistic and social aspects of school life by helping them to develop their English language skills. Pupils are encouraged to contribute to the school community and to be proud of their own culture.

All teachers are teachers of pupils whose first language is not English and hence teaching these pupils is a whole school responsibility and requires a whole school approach. It follows that good communication between the EAL Department and the AMT and Teaching Departments is a key area. The Head of Department provides an essential link to those structures which is facilitated by the following:-

- The EAL Register will be stored on iSAMS. Information on Firefly includes the student's name with access to further details of the pupil's first language, home country, date of arrival in the UK, level of English, exam concessions and strategies to help in the classroom.
- The Head of Department will maintain direct contact with subject teachers and tutors.
- The Head of Department will liaise closely with the Deputy Head Pastoral responsible for Internationalism concerning the wider cultural and pastoral experience of those pupils on the EAL Register.
- The Head of Department and other teachers will be available to all teaching staff for help and advice on teaching strategies suitable to support the learning of pupils whose first language is not English.

Special Educational Needs

It is recognised that pupils whose first language is not English may also have Special Educational Needs. Help and advice is sought from the SENCO if there is such a concern about individual pupils.

EAL Provision

English language skills are developed in the four areas of reading, writing, listening, speaking, and by expanding vocabulary, grammar and cultural awareness. Particular emphasis is placed on communicative skills. In addition, support may be given for other academic areas as the need arises.

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Exam Concessions

Ensuring equality of access to the curriculum includes appropriate exam concessions. Pupils whose first language is not English are entitled to use a bilingual paper dictionary in public examinations and those who have been in the country for less than two years are also entitled to up to 25% additional time. The information required by examination boards for approval of this concession is collated by the Head of EAL and the appropriate online application is made. A hard copy of the evidence is then stored confidentially in the examinations office for inspection by the examination boards. For internal examinations the Head of EAL provides lists of pupils entitled to extra time and a dictionary.

Head of EAL

