

 Mayfield	Policy Name: English as a Second or Other Language Provision Owner: Deputy Head Academic Review Date: September 2025 Next Review Date: September 2026 Policy revised as regulations or review demands.
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Overview of the International English Department at Mayfield

The International English Department at Mayfield School supports any student whose first language is not English. The department works closely with Heads of Department and Housemistresses to ensure a smooth transition and integration of overseas students, and to ensure that they have the ability to access all aspects of the curriculum. International English staff are actively involved in the wider life of the School, for instance; acting as Tutors and offering enrichment and extra-curricular activities.

Overseas students are tested as part of their entrance examinations before joining Mayfield and then again upon arrival to confirm their ability level. They are assessed on the basis of the Common European Framework (CEFR) (see Annex A) and student progress is monitored from their corresponding starting point on the International English Language Testing System (IELTS) scale.

The International English department provides tuition for the Cambridge English suite of examinations, which are recognised around the world by thousands of employers, universities and government ministries as proof of ability to use English. The Cambridge English examinations taught at Mayfield include: **IELTS** - International English Language Testing System, **B1: Preliminary for Schools**, **B2: First for Schools**, **C1: Advanced**, and **C2: Proficiency**. In addition for girls in Years 10 and 11, we offer Edexcel IGCSE in English as a Second Language and Edexcel IGCSE English (First) Language, depending on level and learning objectives.

Annex B provides an outline of entrance test scores and their indication of a candidate's ability to access the whole school curriculum and probable corresponding International English pathways.

In general, students work towards the following:

Year	Average groups	Stronger groups
7	Pre-B1 Preliminary for Schools	B1 Preliminary for Schools
8	B1 Preliminary for Schools	Pre-B2 First for Schools
9	Pre- B2 First for Schools	B2 First for Schools
10	B2 First for Schools	B2+ General English & IGCSE (First) Language
11	IGCSE (First) Language	IGCSE (First) Language
12	C1 Advanced or IELTS	C1 Advanced and/or C2 Proficiency
13	IELTS (Target 7.5)	IELTS if a B grade at C1 Advanced not achieved in Year 12

International English students at Mayfield generally fall into two main categories:

- **Long-stays** are girls who intend to continue their schooling at Mayfield and who want to be absorbed into the system, with a view to attending an English university or Higher Education in an English-speaking country. Generally, these students are able but lack accuracy in their writing, speaking or both, or they are accurate but lack fluency. Some may lack skill or confidence in a particular area of language or in the study of literature. These girls are encouraged to achieve B2: First for Schools in Year 9 and take the IGCSE (First) Language route depending on ability.
- **Short-stays** are girls who are here for a few weeks up to one year. Their main aim is to learn English and potentially gain some English qualifications. Whatever their standard of English, virtually all these girls have their English lessons in the International English department and are likely to be working towards achieving B1 Preliminary or B2 First for Schools.

Moving to 'mainstream' English:

Overseas girls who study mainstream English will generally be identified at the application stage. They are likely to have studied in an international school for a number of years with English as the main medium of instruction. They will have a high level of language, native speaker equivalent, along with previous experience of formal Literature study, and strong English reports from their last school. Exceptionally strong students may be invited to take an English Entrance Examination once they have arrived, but the expectation is that most girls will work towards IGCSE English Language within International English with specialist EAL (English as an Additional Language) support. Girls who do move to mainstream English still have the opportunity to obtain Cambridge qualifications (e.g. C1 Advanced, C2 Proficiency or IELTS) further up the school and are in fact actively encouraged to do so. The Cambridge language examinations are complementary to IGCSE, GCSE and A Level study.

International English Teaching

Lower School and Middle School

Pupils in Years 7 to 11 receive four hours tuition a week (five in Year 11) in small ability groups. Three of these are usually language-based lessons with one lesson of literature. Year 12s four hours of formal English tuition each week and Year 13s have three. As with MFL teaching, all teaching is done in the target language (English), using a communicative method underpinned by the teaching of formal grammar. There is an emphasis on reading and writing to support academic skills in other subjects and every class is customised to the needs and interests of the particular girls. Tuition and the primary course book costs are covered by the fees for International English but examination fees are additional. There may also be additional charges for extra books such as Study Guides or self-study books supplied to support pupils who require additional practice.

Sixth Form

In the Sixth Form students are expected to study English alongside their three or four other A Levels. Students who have obtained a Grade 6 (or higher) in GCSE or IGCSE English as a First Language, a Grade B (or higher) in C1 Advanced or an IELTS level 7.0 overall (minimum of 6.5 in each paper) are exempt from this expectation. However, students must be made aware that the IELTS examination is only valid for two years, so if it has been taken prior to entry into Year 12 it must be retaken during their time at Mayfield. Generally, students will follow a two-year IELTS course. More able students in the Sixth Form will study for the C1 Advanced or possibly C2 Proficiency in Year 12 and then for the IELTS examination in February / March of Year 13. It is each student's individual responsibility to ensure that they have met the English language requirements for their particular course, as these can differ widely by institution and by subject. Students are strongly encouraged to continue

with English in Sixth Form, even if they have met their language requirements, in order to hone their academic English skills and ensure their competitiveness at university.

Language Context and Department Objectives

The International English department recognises and works to address the English language needs of the current age. Our goal is to enable students to become strong independent learners, and for each girl to achieve the best level of language she is capable of attaining, in order to ensure that she is able to access the curriculum without disadvantage and to study effectively in an English-medium environment.

International English Department Teaching aims:

- To provide students with the academic English required at secondary school level and beyond at a UK or international Institute of Higher Education. We enable them to be competitive linguistically, not just able to meet the entry requirements for their course. The framework for this is provided in part by the Cambridge suite of external examinations and IELTS to ensure an internationally recognised standard (see Annex C).
- To ensure that students are furnished with the necessary content to respond to tasks at various levels requiring a focus on a broad range of current affairs and topical issues across a variety of subjects.
- To prepare students to be international citizens through a focus on English in use in a variety of native and non-native contexts in order to engage with both British culture and function effectively within our globalised world.
- To support students in their other subjects by including cross-curricular content where appropriate.
- To develop students' learning and study skills. With only a small number of hours of English tuition each week, most of their language learning will take place outside the classroom and it is vital that they appreciate this and become strong independent learners in order to maximise their potential. Clear expectations are laid out to girls at the beginning of the year and the department constantly encourages a growth mindset. Students are encouraged to regularly reflect on their own learning using the criteria in Annex D.
- Through the formal study of Literature to:
 - engage with and develop the ability to read, understand and respond to a wide range of literary texts from around the world
 - develop an appreciation of the ways in which writers achieve their literary effects
 - develop the skills needed for literary study
 - explore, through literature, the cultures of their own and other societies
 - find enjoyment in reading literature and understand its influence on individuals and societies.
- To provide an environment through which overseas girls can continue to develop their cultural literacy through English and also a portal through which they can also share their culture and traditions with other nationalities within school, including the English girls. The department plays an important role in ensuring the successful integration of overseas students at Mayfield and participates in the monitoring and evaluation of this.

Developing English Language Skills:

The department aims to facilitate improvement in English in all four skills: reading, writing, listening and speaking, along with an interest in language and an appreciation of its importance.

Reading

- To help students to understand and respond with interest to an increasing variety and range of difficulty of the written word.
- To develop skills in specific reading techniques including skimming, scanning, reading for detail and inference.
- To introduce students to and help them begin to develop an appreciation of a wide range of literature including British and World literature.
- To encourage and monitor personal reading on an individual level.

Writing

- To enable students to use appropriate grammatical structures, tone and register conventions of paragraphing, sentence structure, linking, punctuation and spelling in their writing.
- To develop an accurate, fluent style of writing, so that the student can communicate information and ideas at the level required in her other subjects. This may range from simple factual writing to deliberate manipulation of style to suit the writer's aim.
- To develop the organisation of their writing and appreciate coherence and cohesion.
- To encourage students to interrogate essay tasks and develop an understanding of the requirements of different question types, which they can transfer to any other kind of essay writing.

Listening

- To help students listen to and understand a variety of voices, accents, and dialects of people talking on subjects ranging from the day to day to advanced lectures.

Speaking

- To enable girls to communicate effectively and appropriately in spoken English, and to feel confident in doing so. This ranges from everyday communication to an ability to discuss global issues.
- To encourage girls to speak English at all times during the school day, including with other speakers of their first language.

Materials:

In addition to core textbooks, we also use authentic materials that are global in their coverage including: TED Talks, podcasts, newspapers and magazines. We feel it is important to include topics and themes that relate to the countries the girls come from and encourage them to share knowledge about their culture and make analogies. We introduce students to a wide range of idiomatic language and different text types. Although we use graded readers at lower levels, we encourage students to move onto unabridged reading material as soon as they are able.

Marking and assessment:

We use a mixture of grade-based marking and comment-based marking, ensuring that girls have at least one graded assessment each half term. Marking is in line with the criteria used by Pearson, Cambridge and IELTS and also follows the School Marking Policy. However, feedback is also related to individual student ability, so where it is felt that a student could be challenging themselves more, despite achieving highly, this will be reflected in comments. Equally, effort is rewarded where students may be struggling. Language learning is a process and our feedback incorporates comment on progress over time.

Girls are required to self-correct work using editing symbols and we also encourage peer correction. Correction includes trying to make work better, not just correcting mistakes. For example, by finding a better word, rephrasing a sentence or finding somewhere in their work where they could incorporate a particular structure.

Range is as important as accuracy and feedback is provided orally as well as in the written form. The department also conducts regular individual tutorials to discuss progress.

Developing study skills and independent learning:

Students are taught a variety of techniques to develop their independent language learning skills, including:

- Paraphrasing when they do not know the exact word
- Guessing meaning from context
- Methods for recording and learning vocabulary
- How to use a dictionary effectively
- Being given a list of extension activities they can do on their own initiative

International English Examinations:

Cambridge examinations are held on site, including the Speaking element with official Cambridge examiners coming to the school to hold the interviews. This is extremely advantageous for the girls as it a) does not add extra travel costs to the expense of the exam and b) reduces the level of stress and anxiety the students may feel on the examination days.

We also offer Edexcel IGCSE English Language, which is taken as part of the main suite of GCSE examinations.

The only examination which girls must take out of school is the IELTS in the Sixth Form, but this is organised by the school so that all the girls can go together on the same day.

Bilingual Dictionaries:

As all non-native speakers of English are allowed a bilingual dictionary in all examinations except those which include marks for Spelling and Grammar (ie: RS, Geography and History), a set of appropriate exam-use dictionaries is held on site at Mayfield with the Examinations Officer for specific use in Internal and External School examinations.

Integration and culture:

Moving country and studying in the UK can present challenges for overseas students and occasionally cause culture shock and homesickness. This can be overwhelming, especially when there is pressure on them to integrate by speaking English all the time and conforming to British and School traditions.

The International English department aims to assist with the process of integration by encouraging it as a two way process throughout the school. This is done by supporting of students in the communication of their personal cultural needs to the rest of the school, as well as helping them to assimilate into the community through a better understanding of the British culture and tradition. There is an expectation that overseas students participate fully in the life of the school; not just embracing the academic education on offer, but also supporting inter-house competitions, social events, boarding trips and extra-curricular clubs. International English girls join the English girls on theatre trips, for example, to watch a performance of a Shakespeare play at The Globe. These offer an invaluable opportunity to experience British culture and to mingle with mainstream English pupils.

Annex A CEFR Level Descriptors

PROFICIENT USER	C2	9	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	8 7.5	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
INDEPENDENT USER	B2	7 6.5	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
		6	
	B1	5.5 5 4.5	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
		4	
BASIC USER	A2		Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1		Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where she lives, people he/she knows and things she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

Annex B: Entrance Test Indicators

Entrance Test Score	Description	Year Groups	Notes	Subject Access	Progression
1-8	Beginners	Not recommended for entry		Will not be able to access the curriculum	
9-17	Elementary	Year 7 and 8 only		Would find it challenging to access the curriculum	Lower Intermediate or Intermediate level. Possibility of them taking Cambridge B1 Preliminary for Schools
18 – 25	Lower Intermediate	Year 9 and 10	Advisable only for Year 10s who are here for one year.	Might find it challenging initially, but should cope in due course	Intermediate Level. Work towards taking the Cambridge B2 First for Schools either at the end of the year or the following year.
26 - 32	Upper Intermediate	Year 9, 10, 12		Would cope well through the course and contribute well. Year 12 girls at lower range could access less wordy subjects and at the higher range could access Economics and Science	Upper Intermediate, with all taking the B2 First for Schools in Year 9. The higher range girls should be aiming for an A grade. Stronger long-stay Year 10s will take the IGCSE English (First) Language option.
33-40	Advanced	Year 12		Would cope well and could do some wordier subjects like HART, Economics and Sciences. Those at higher range could access History, RS etc	Take C1 Advanced at the end of Year 12. Prepare for IELTS in Year 13 – with an aim of achieving at least a 7.
41-48	Proficiency	Top Year 12	Could take Cambridge Proficiency exam	Would cope exceedingly well with any subject.	Take C1 Advanced at the end of Year 12 and achieve an A grade, or possibly take C2 Proficiency. Prepare for IELTS in Year 13 – with aim of achieving at least an 8.

Annex C: Rationale for Cambridge Exams (from Cambridge English Assessment)

Cambridge level	You can:	Why do it?
B1 (Preliminary)	<ul style="list-style-type: none"> • read simple textbooks and articles in English • write letters and emails on everyday subjects • take notes • show awareness of opinions and mood in spoken and written English. 	<ul style="list-style-type: none"> • develop ability to communicate in English for practical tasks and situations. • gain a valuable qualification that is accepted worldwide. • improve work, study and travel prospects.
B2 (First)	<ul style="list-style-type: none"> • communicate effectively face-to-face, expressing opinions and presenting arguments • follow the news • write clear, detailed English, expressing opinions and explaining the advantages and disadvantages of different points of view • write letters, reports, stories and lots of other types of text. 	<ul style="list-style-type: none"> • accepted for entry to foundation/pathway/pre-sessional courses in English-speaking countries. • accepted for entry to undergraduate programmes taught in the medium of English in non-English-speaking countries.
C1 (Advanced)	<ul style="list-style-type: none"> • follow an academic course at university level • communicate effectively at a managerial and professional level • participate with confidence in workplace meetings or academic tutorials and seminars • express yourself with a high level of fluency. <p><i>'Preparing for C1 Advanced helps learners develop the skills to make the most of studying, working and living in English-speaking countries.'</i></p>	<ul style="list-style-type: none"> • accepted by over 8,000 educational institutions, businesses and government departments. 100% of UK universities now accept CAE as proof of English language ability. • opens doors to international travel, work and study.
C2 (Proficiency)	<ul style="list-style-type: none"> • study demanding subjects at the highest level, including postgraduate and PhD programmes • negotiate and persuade effectively at senior management level in international business settings • understand the main ideas of complex pieces of writing • talk about complex or sensitive issues, and deal confidently with difficult questions. 	<ul style="list-style-type: none"> • Cambridge's highest-level exam. Passing it demonstrates mastery of English to an exceptional level. • Develop the English skills needed to succeed in very high level academic or professional environments.

Annex D: International English Expectations

International English Classroom:

- Take part in everything enthusiastically
- Always speak English
- Make sure that you have everything you need, including a dictionary (*a bilingual dictionary is essential and an English-English dictionary is also desirable*)
- Be punctual
- Develop independent learning techniques, such as self-correction and ways of recording new vocabulary
- Use new words you've learnt when you write and speak
- Experiment with new language – be bold! Successful language learners take risks!!
- Ask if you have tried but are still unsure
- Organise your work efficiently.

Behaviour:

- Be polite and respectful towards others
- Pay attention to the teacher when they are speaking
- Listen to other students when they are speaking
- Have a positive attitude

Study/outside lessons:

- Always write the study and deadline in your planner
- Spend the allocated amount of time doing your study and give it your best effort
- Never submit your first draft of a piece of writing – it should always be proof-read and edited to see how it can be improved
- Read at least three books a term and do the Champions Read
- Keep abreast of current affairs – read 'The Day', watch the news or listen to the radio
- Do extra work when you have time e.g. use a self-study grammar book, learn vocabulary, do extra writing, etc. The more you put in, the more you'll get out. Plus explaining why you didn't learn much English during your year in the UK can be REALLY embarrassing when you go home ... English is the most important thing you'll take with you.

Around school:

- Speak English and try to make friends with the English girls
- Talk to everyone you can including cleaning and kitchen staff
- Be sociable in the boarding house and with all nationalities
- Get involved in lots of extra-curricular activities
- Make an extra effort to participate in lessons – ask and answer questions
- Use a dictionary if you don't understand something