



DEAN CLOSE  
**KINGHAM HILL  
SCHOOL**  
OXFORDSHIRE

## POLICY DOCUMENTS

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| <b>Citation</b>                           | This document shall be cited as:<br><b>ESOL Policy (English for Speakers of Other Languages)</b> |
| <b>Person responsible</b>                 | Head of ESOL                                                                                     |
| <b>Comments to</b>                        | Head of ESOL                                                                                     |
| <b>Last reviewed/updated</b>              | November 2025                                                                                    |
| <b>To be reviewed/updated</b>             | November 2026                                                                                    |
| <b>Reason for review/update</b>           | Annual Review                                                                                    |
| <b>Person reviewing/updating document</b> | Janet Balinski                                                                                   |
| <b>Source/Author of document</b>          |                                                                                                  |

## **ESOL Policy (English for Speakers of Other Languages)**

### **1. Policy Statement**

- Specialist ESOL teachers assist pupils whose first language is not English so that they can participate fully in all the activities of the school and grow in confidence. The aim is to give every pupil the opportunity to fulfil their potential at Dean Close Kingham Hill School through the medium of English. All international pupils with English as a Second Language are assessed upon arrival and should reach the mandatory B2 level of English in the Common European Framework of Reference (CEFR) before graduating from ESOL. The Department continues to offer exam preparation above this level, if required.
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- All pupils are encouraged to develop their written and spoken communication skills with appropriate fluency and register. There is great emphasis on learning vocabulary in context, developing reading and writing skills, improving grammatical accuracy and learning study skills. It is also important that students develop a greater cultural awareness and understanding of independent learning techniques.
- The courses are very practical and are designed to help pupils communicate effectively both in the classroom situation, in the boarding houses, and in the community. Pupils are encouraged to read: there is a small ESOL library and a selection of graded ESOL material in the ESOL Department to encourage the concept of independent learning. Pupils are also encouraged to use the main library resources for extra practice, to use a variety of sources for research purposes and to keep up to date with current affairs through the medium of English.
- Pupils are encouraged to bring work from other subject areas to the ESOL Department for further explanation, clarification and help with accuracy of written answers during break or lunch time. The ESOL teachers liaise closely with other subject staff and house staff to ensure the overseas pupils' wellbeing and to cater fully for their needs. It is also considered important to offer support where necessary to the subject teachers. All pupils are encouraged to make full use of the help offered by the department.
- Pupils are also made aware of the department's open-door policy. Each pupil is encouraged to feel part of the department and to feel they can turn to the ESOL staff for help and support in a wide range of situations, whether academic, practical or emotional.

### **2. Summary**

- To sum up, the aims of the department are:
  - To improve each pupil's level of English and prepare them for appropriate exams
  - To offer subject support
  - To offer pastoral care, practical and emotional support
  - To give pupils the skills, language and cultural awareness to cope with living and

studying in a foreign country.

- A hard copy of the full ESOL Departmental Handbook is available for inspection in the ESOL office and there is an electronic version in the HoD shared folder on Google Drive.

**Janet Balinski**

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**To be reviewed: November 2026**