

Resources and Technology Policy

inlingua Leeds is committed to providing good resources to benefit the teaching and learning in the school. Where possible, inlingua Leeds will purchase or acquire whatever materials are requested by teachers and students. A full and up-to-date inventory of all materials is kept by the Administrator.

Students

Course books

Many of the courses run at inlingua Leeds use an approved course book. Your course book is not, unless otherwise stated, included in your course fee. There is a £50 materials fee which covers this. This cost will be charged at the beginning of your booking. Subsequent materials will be charged separately. Students, if they wish, may purchase materials themselves from the book list.

On university preparation courses, only materials stated in the invoice will be included. Students must purchase extra materials. Students can buy books through inlingua Leeds or themselves.

Extra resources

We want your stay here to be as fulfilling as possible for you. In order to enhance your experience with us, we provide additional resources for you.

Full details of all the Staff and Student resources in the college is available in the inventory.

There is a library of books and resources which can be used free of charge by our students in the study areas. We recommend you use our resources as much as you can. Please use the sign-out sheet provided if you want to take these away. If there is a particular resource you would like, please request this from either the Administrator.

Magazines, newspapers and brochures are kept in the student areas and are rotated regularly to encourage students to use them.

You can also use our WiFi free of charge at any time during the school opening hours.

inlingua Leeds has a range of university prospectuses and catalogues available for students to research universities and courses. Students can request prospectuses from universities if these are not provided.

Teachers

Course books assigned must be used sufficiently to make the purchasing worthwhile for the student.

inlingua Leeds management will provide training and support on materials adaptation and supplementation when required.

Created: 22/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management

inlingua Leeds has a CLA licence. However, we encourage teachers to use rich additional resources which come with the coursebooks.

Teachers are also required to encourage students to utilise extra resources to further their learning.

Teachers and staff have access to online resources (some of which are advertised in the staff room) using the college computers and access to stationary, printing and other resources in the staff room. Teachers who would like more resources are invited to request these from the inlingua Leeds management.

All classrooms at inlingua Leeds have interactive whiteboards installed, which allow teachers to use a wider variety of resources and activities in class. Training is provided on their use in the weekly CPD and followed up regularly. All classrooms also have a computer connected to the internet and speakers to help with listening activities.

Where possible, inlingua Leeds uses course books with online activities to help teachers to supplement and offer extra work. If the series being used does have this feature, then teachers are encouraged to use them and training is given to help. However, inlingua Leeds is not always able to purchase these, especially if the extra costs incurred from the online materials are viewed as detrimental to the school or students.

Teachers are encouraged to regularly review how they and their students are making use of the extra resources available and evaluate how these could be used better. Please pass any suggestions or complaints onto the management team.

Technology Policy

Mobile phones, laptops and tablets

Mobile phones, laptops and tablets are allowed in the College, but are the responsibility of the student or staff member they belong to. inlingua Leeds takes no responsibility for any damage, loss, theft or issues with any personal items on its premises.

Students are allowed to use their own mobile phones, laptops and tablets during lessons to help them to research, look up words in an online dictionary or complete activities set by the teacher. However, if a teacher tells students to not use their own technology or asks them not to use them for a particular purpose (e.g. translation) then the student must obey this. Teachers have the right to temporarily take away any technology they think is disrupting the lesson.

College computers

Students have access to the computers at all time of the day to complete work, research or study. Please read our Computer Usage Policy for more information.

Created: 22/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management