

Teaching and Learning Programme Policy

Overview

All classes are taught through the medium of English and students are expected and encouraged to communicate in English at all times within the school. Students are reminded by welfare and academic staff to speak English when they are heard using their L1.

Levels

Students are divided into classes based on their ability in English. These levels are based on the CEFR levels and range from A2 (Elementary) to C2 (proficiency). The testing of new students is carried out by Admissions team, who administer a Placement Test.

Enrolling on a course

Students can enrol on any Monday - or a Tuesday if Monday is a public holiday. Students will join a class at the appropriate level. The teacher will make sure that a student covers all areas on the syllabus and will choose materials in order to achieve this.

Level description

Each level has a level descriptor which was taken and adapted from the CEFR framework to suit the levels in the school. Grammar items and vocabulary are integrated into skills work through a topic based approach.

Testing and assessment of Students

Due to continuous enrolment, there are no discrete courses with definite start and end dates, except for Cambridge and Trinity examination classes. Every week the students are assessed continuously on different skills and sub-skills by the classroom teacher. The grades given by the teacher are recorded on the register and are checked by the Academic team.

These grades are as follows:

Below Standard (BS) [>39%]- The student is finding the work difficult at this level.

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Management

Low Standard (LS) [40-49%]- The student is being challenged too much at this level.

Standard (S) [50%- 69%] – The student is being challenged sufficiently at this level.

Above Standard (AS) [70%- 89%] – The student is doing well on the majority of tasks at this level.

Excellent (EE) [>90%]-The student isn't being sufficiently challenged at this level; repeated EE grades could result in the student moving up a level.

Students receiving consistent EE grades may be moved to a higher level after consultations between the teacher and academic management. Observations by the Academic Manager and training ensure that teachers are utilising the mark scheme fairly and judging students across levels fairly and consistently.

If students are below the required standard, the individual student is interviewed to determine:

- whether anything is preventing the student from studying
- how the student feels about his/her studies and
- to suggest ways of improving
- to manage the expectations of the student

Students who are consistently achieving BS grades will be given an Action Plan, where they will discuss with their teacher the issues they have having in class and extra support given to them. These Action Plans will be monitored by teachers and management together, until further action is no longer required and the student is achieving consistently S grades.

Student tutorials

All students receive a first tutorial within their first week of lessons; this is to establish goals and discuss with the teacher their expectations. Students then receive a report every 4 weeks of their course (students with 4 weeks or less booking receive only an End of Course Report). Students can request tutorials at any time and teachers encourage student tutorials after each report. Students

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with a BS grade overall or low attendance (less than 80%) must have a tutorial with the Academic Manager

Teaching Materials & Resources

inlingua Leeds ensures that teaching materials are current and relevant. Please see the Resources Policy for further details. An adequate supply of teaching material at all levels, and for a range of class types, is maintained and reviewed, at least, annually. The company is committed to using all resources responsibly and in line with copyright legislation. The school also ensures that teachers have access to online teaching materials, and access to teacher and teacher training journals. New materials can be requested from the Academic Manager, who will order, if appropriate. Academic management review new publications and meet publishers on a regular basis. The school is committed to improving teaching hardware by facilitating the use of data projectors in the classrooms, and is committed to supplying and maintaining hardware (e.g. photocopiers, computers) for teachers' use in preparing classes.

The school is researching the use of new technology in the learning environment (tablets, smart phones etc.) and is investigating ways in which online resources etc. can be more easily accessed and student progress charted.

- The school provides time for teaching staff to develop and write materials, and provides appropriate training in the use of educational hardware and teaching materials.
- Teachers are actively encouraged to engage with modern teaching techniques and activities in order to interest students and increase their learning outside and inside the classroom.

Timetabling and timekeeping

- The school expects students to attend every lesson. In cases where students cannot attend for any reason we ask that they call the school to explain why they cannot attend.
- If a student arrives more than 15 minutes late for a lesson they are marked as 'late' on the register. Students who are regularly late may lose their places in the class.