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| <b>Policy Name:</b>   | <b>English as an Additional Language Policy</b> |
| <b>Policy Number:</b> | <b>A6</b>                                       |

| <b>Staff member responsible</b>  | <b>Revision Date</b> | <b>Approved By</b>                                 | <b>Approval Date</b> | <b>Reason</b> |
|--|----------------------|--|----------------------|---------------|
| Suzanne Grey (Interim Director of Studies) & Louise McCue (SENDCO)     | October 2022         | Education Committee                                | October 2022         | Annual review |
| Emily Regent (Director of Studies) & Louise McCue (SENDCO)             | September 2023       | Due for review by Education committee October 2023 | October 2023         | Annual Review |
| Emily Regent (Director of Studies) & Louise McCue (SENDCO)             | September 2024       | Due for review by Education committee              | Nov 2024             | Annual Review |
| Suzanne Grey - Director of Teaching & Learning & Louise McCue (SENDCO) | August 2025          |  |                      | Annual review |

*This policy is applicable to the whole school including Early Years*

## **Shaping Brighter Futures**

***We provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures.***

### **School Aims:**

*At St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.*

### **The St Neot's Way is:**

- *Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.*
- *Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.*
- *Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.*
- *Where the children's character, contribution and service is as valued as their academic success.*
- *Where the children's physical wellbeing is surpassed by their mental wellbeing.*
- *Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.*

### **St Neot's Values**

*Happiness Kindness Self-Belief Honesty Respect*

The aim of this policy is to ensure that we meet the full range of needs of those children who are learning English as an additional language.

## Introduction

This policy sets out the School's aims, objectives, and strategies with regard to meeting the needs and celebrating the skills of EAL pupils, and helping them to achieve the highest possible standards. It is the belief that all teachers are responsible for assisting EAL pupils in their language development.

## Aims

- To welcome and value the cultural, linguistic, and educational experiences that pupils with EAL bring to the School.
- To help EAL pupils to become confident and fluent in speaking and listening, reading and writing in English in order to be able to fulfil their academic potential.
- To encourage and enable parental support in improving children's attainment.
- To be able to assess the skills and needs of pupils with EAL and to give appropriate provision throughout the School.
- To monitor pupils' progress systematically and use the data in decisions about classroom management and curriculum planning.
- To maintain pupils' self-esteem and confidence by acknowledging and giving status to their skills in their own languages.
- We take into account the ages, aptitudes, and needs of all pupils, including those with an EHC plan.
- All teaching and support to pupils with EAL does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different needs and faiths.

## Strategies

### *School/class ethos*

- Classrooms need to be socially and intellectually inclusive, valuing cultural differences and fostering a range of individual identities.
- Recognise the child's mother tongue; boost the child's self-esteem. Remember, he/she has the potential to become a bilingual adult.
- Identify the pupil's strengths and encourage them to transfer their knowledge, skills and understanding of one language to another.
- Recognise that pupils with English as an additional language will need more time to process and answer both orally and in written format.
- Extra time and support in exams will be awarded if appropriate
- Providing and targeting appropriate reading materials that highlight different ways in which English may be used.
- Allow pupils to use their mother tongue to explore concepts.
- Give newly arrived young children time to absorb English (there is a recognised 'silent period' when children understand more English than they use – this will pass if their self-confidence is maintained).
- Group children to ensure that EAL pupils hear good models of English.
- Use collaborative learning techniques.
- Ensure that vocabulary work covers the technical as well as the everyday meaning of keywords, metaphors, and idioms.
- Explain how speaking and writing in English are structured for different purposes across a range of subjects.
- Ensure that there are effective opportunities for talking, and that talking is used to support writing.

## Assessment

- School Registration form identifies pupils where English is their second language
- We carry out the ongoing recording of attainment and progress using Target Tracker.
- Access and support.
- All pupils will follow the full school curriculum. The school will provide texts and resources that suit the pupils' ages and levels of learning.
- Where appropriate, EAL pupils will be supported by a Teaching Assistant in the classroom to enable the pupil to complete tasks with understanding.
- Where necessary, for older children or for those who are functioning at one or more levels behind that which could be expected for their age and time in school, withdrawal support will take place for a set period of time to address specific language or learning focus.

## Foundation Stage

In the EYFS pupils learning of English as an additional language by:

- Building on children's experiences of language at home, and in the wider community, so that their developing use of English and of other languages support each other.
- Providing a range of opportunities for children to engage in speaking and listening activities in English with peers and adults.
- Providing support to extend vocabulary.
- Providing a variety of writing in the children's home language as well as in English, according to their needs.
- Providing opportunities for children to hear their home languages as well as English (as appropriate).

## Responsibilities

Initial identification of a pupil's additional language will be done through the admissions procedure, which collates and distributes all information on new pupils with EAL to the relevant teachers and members of staff.

- Language(s) spoken at home
- Information on the level of English studied/used from the previous school.

## The Headmaster ensures that:

- All involved in teaching EAL learners liaise regularly.
- Parents and staff are aware of the school's policy on pupils with EAL.
- Relevant information on pupils with EAL reaches all staff.
- Training in planning, teaching, and assessing of EAL learners is available to staff.
- Targets for pupils learning EAL are set and met.
- The effectiveness of the teaching of pupils with EAL is monitored and assessed regularly.

## DIRECTOR OF STUDIES & DIRECTOR OF TEACHING AND LEARNING

Oversee initial assessment of pupils' standard of English as necessary.

- Give guidance and support to set targets and plan appropriate work. Provide an IEP where appropriate.
- Monitor standards of teaching and learning of pupils with EAL.

- Report to the Deputy Head/Head of Pre-Prep on the effectiveness of the above and the progress of pupils.
- Monitor progress and identify learning difficulties that may be masked by EAL and liaise with SENDCo.

#### **Class/subject teacher**

- Be knowledgeable about pupils' abilities and needs in English and other subjects.
- Use this knowledge effectively in curriculum planning, classroom teaching, use of resources, and pupil grouping.

#### **Learning Difficulties, SEN and Gifted and Talented Pupils**

Whilst the school recognises that most EAL pupils needing additional support do not have learning difficulties, should a learning difficulty be identified during assessment, EAL pupils will have equal access to the school's Learning Support provision. In addition, the school recognises that an EAL pupil, even though not fluent in English, may be identified as gifted and talented and if this is the case provision is made for them to fulfil their potential.

#### **Parents and the wider community**

We provide a warm and friendly admission process for the initial visit, induction, assessment, and support of new pupils and their families.

We will take into account parents' linguistic, cultural, and religious backgrounds through the admissions process. When communicating with them, we will ensure our communication with families is effective.

#### **Monitoring and Review**

This policy document will be monitored by the Director of Studies, in liaison with the Headmaster and will be reviewed annually.