



ENGLISH LANGUAGE TRAINING DEPARTMENT

POLICY

1. ELT provision is available to all girls whose first language is not English. The ELT Department aims to equip these girls with the command of English necessary to:
 - 1.1 Follow a full academic programme and succeed in GCSE and A Level examinations
 - 1.2 Make friends and participate fully in all aspects of school life
 - 1.3 Gain internationally recognised qualifications in English that will be of use in their future lives, to gain access to higher education in English speaking countries or to jobs for which a good knowledge of English must be demonstrated
2. As part of the school admission process a grammar and writing test is given to all overseas applicants and this is administered by the school registrar. The test is relevant to their year of entry, however, their year of entry may not be relevant to their age. This is particularly applicable to Asian students applying for the sixth form and sometimes into Y10 and Y9, and more rarely Y8; likewise, some one-year Spanish girls may be slightly older than their year group. The test is marked by the HOD who assesses whether the student has sufficient working knowledge of the language to be able to access the courses of study relevant to the year they have applied for. Furthermore, the HOD makes a decision as to how many ELT lessons the student will need per week for them to be able to maintain these courses of study. At this stage the HOD can make a recommendation that the student be placed in a lower year to that which they have applied for **or** not be offered a place, both on the evidence of weakness of their English language ability.
3. According to this information and confirmation from the registrar of the acceptance of a pupil, the HOD plans a suitable course of ELT work, liaises with DOS in respect of main school timetable subjects to be studied etc. However, subject choice decisions may have already been made between the registrar, agent and student. A further grammar, writing, listening test and needs analysis will take place on arrival, on site, in light of which those decisions may have to be reviewed. From thereon, the needs of the pupil are constantly assessed and updated.
4. The main areas of work in the general ELT programme include reading, writing, grammar, vocabulary and pronunciation alongside listening and speaking skills. Pupils are encouraged and shown how to become more independent in their

learning thus allowing them to make quicker progress by supplementing their lessons with self-study. For prep, the minimum of one written piece of writing is expected per week as well as self-study of a grammar book.

5. Rarely, in addition to general ELT, if called upon and/or deemed necessary, the department will provide subject support. This involves the subject teacher working closely with the ELT teacher to devise appropriate lesson content, which is then taught within the ELT lesson. However, **this is not preferable** as the ethos of the ELT Department is for the students to gain a broad working knowledge of the language from their general ELT lessons, thus allowing them to follow the normal academic programme.

6. External ESOL Examinations

6.1 Y9 and Y10

Apart from very short-stay pupils, girls are prepared and entered for the internationally recognised University of Cambridge ESOL Examinations (Cambridge ESOL) part of the University of Cambridge Local Examinations Syndicate (UCLES). The following levels apply:-

6.2 Y 9 - PET - Preliminary English Test

6.3 Y10 - FCE - First Certificate in English

6.4 Y11 and Y12/13

- 6.4.1 All pupils in Y11 are expected to gain a minimum pass grade C at GCSE English Language, which is a British University entry requirement.

- 6.4.2 There are two exceptions to this – firstly, when the pupil fails to attain this grade in Y11 and are progressing to Westonbirt sixth-form, they re-sit the GCSE in the Autumn term and the ELT department organises lessons focused on the criteria for the resit, liaising closely with the English department; and secondly, when an overseas pupil comes directly into the sixth form having not previously been in the British education system, she will be entered for IELTS, the International English Language Testing System, (which is jointly managed by Cambridge ESOL, British Council and IDP: IELTS Australia). (IELTS is not recommended for candidates under the age of 16).

- 6.4.3 An IELTS score of band 6.5 is the minimum English Language entry requirement to a British university, with minimum scores of 6.0 for the reading and writing component. This can be higher for some courses such as medicine and for Oxbridge entry where a minimum of band 7.00 is required. The HOD will factor in a realistic university course and establishment ambition when the relevant IELTS course is planned for the student.

- 6.4.4 Cambridge ESOL CAE (Certificate in Advanced English) is often a qualification studied for by German students who come into the sixth form for

one year in Y12. Those who come for one term would find it difficult to access this examination, those who come for two terms, if particularly adept, may be able to sit the examination if our term dates coincide with examination dates.

6.4.5 Pupils in the sixth form wishing to apply to an American university will be directed by the HOD in respect of the requisite English language qualification. Currently, nearly all American universities will accept an IELTS overall band score of 7.0 in lieu of the traditional TOEFL. Direction will be given to the student in how to access information relevant to the stages of applying to American universities in respect of The Fulbright Commission (The US Educational Advisory Service – EAS) and The College Board for SAT I and SAT II examination requirements and deadlines. The HOD is responsible for having available SAT Program materials and these are updated annually by College Board direct to the school. Students are alerted to the fact that applying to American universities alongside British universities is **very demanding** and cannot be taken lightly especially in respect of the workload generated by AS and A2 studies.

7. Own Language GCSE and A' Level

8. GCSE Own Language

This will be taken in Y11 with other GCSE subjects and is organised by the ELT department alongside the examinations officer – see POLICY concerning ELT pupils taking external examinations on page of departmental handbook.

9. A' Level Own Language

This will be taken in Y12 and is organised by the ELT department alongside the examinations officer – see POLICY concerning ELT pupils taking external examinations on page of departmental handbook.

10. Chinese A'Level - Y12

It is the responsibility of the HOD, in liaison with the Examinations Officer to plan and arrange a course for Chinese A' level in Y12. An outside, native Chinese teacher is engaged and lessons take place towards the end of the spring and the beginning of the summer terms. It is considered that most Chinese students (Mainland, Hong Kong and Taiwanese) are capable of obtaining an A or B grade in this subject thus enhancing their chances of a more favourable offer from their chosen places of higher education. This A' level is done in the summer session of examinations of Y12, thus relieving the pressure of A2's in Y13.