

English as an Additional Language (EAL) Policy and Procedure

1. Introduction

- 1.1 King's College School ("the School") is a multi-national, multi-cultural school that is committed to helping its pupils achieve their highest standards. The School aims to provide all of its pupils the same educational opportunities and experiences. This includes those pupils defined as having English as an Additional Language (EAL).
- 1.2 Pupils with EAL will be assessed on their arrival to the School to identify the initial level of provision required. Additional tuition in English may be provided by a specialist teacher, at an additional cost to parents, until the pupil is integrated into the mainstream curriculum. Occasionally, the School may decide that it would be beneficial for a pupil entering the School in an older year group to be withdrawn from Latin or French and supported as appropriate in the Learning Support Centre in order to focus on the mainstream curriculum instead.
- 1.3 The School will monitor progress carefully and ensure that EAL pupils are set appropriate and challenging learning objectives.
- 1.4 Pupils who receive assistance with EAL will be fully integrated into School life and will be provided with appropriate support as required. They will be part of a class group and will follow an appropriate timetable with the help of a specialist EAL teacher. If boarding, they will live in the boarding house and be encouraged to take part in extra-curricular clubs, societies and activities.

2. Responsibilities

- 2.1 **Governors:** The Governors (who are a committee of and report to the College Council of King's College) have responsibility for the effective operation of this policy and for ensuring compliance. The Board of Governors has delegated day-to-day responsibility for operating the policy and ensuring its accessibility, availability, maintenance and review to the Head and School Bursar.
- 2.2 **The School** will ensure that:
 - 2.2.1 all staff involved in teaching EAL pupils liaise regularly and that relevant information on pupils with EAL reaches all staff;
 - 2.2.2 training in planning, teaching and assessing EAL pupils is available to staff;
 - 2.2.3 the effectiveness of the teaching of pupils with EAL is monitored and data collection is managed;
 - 2.2.4 any bullying of which the School becomes aware will be dealt with in accordance with the School's *Anti-Bullying Policy*.

2.3 **Teaching staff** can assist in the following ways:

- 2.3.1 be knowledgeable about pupils' abilities and needs in English and other subjects;
- 2.3.2 ensure pupils' names are pronounced correctly and that they are included in classroom activities as much as possible;
- 2.3.3 effectively plan, teach and group pupils with regard to their knowledge of specific EAL needs;
- 2.3.4 refer any concerns about the well-being of a pupil with EAL to the Designated Safeguarding Lead.

3 **Special Educational Needs and Learning Difficulties**

- 3.1 If the School has reason to suspect that a pupil with EAL may also have special educational needs or a learning difficulty, the School will take action as referred to in the *Special Educational Needs and Disabilities (SEND) Policy* which is published on the School website.
- 3.2 A pupil will not be regarded as having a learning difficulty solely because the language or form of language in which they are or will be taught is different from a language or form of language which is or has been spoken at home.

4 **Training**

- 4.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 4.2 The level and frequency of training depends on the role of the member of staff.
- 4.3 The School maintains written records of all staff training.

5 **Recordkeeping**

- 5.1 All records created in accordance with this policy are managed in line with the School's data protection and retention procedures.

Signed,



The Reverend Dr Stephen Cherry
Dean, King's College, Cambridge
Chair of Governors, King's College School

24th March 2020

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Policy Owner:	Bursar/SENCO
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