

# **ENGLISH AS AN ADDITIONAL LANGUAGE**

## **POLICY**

### **INTRODUCTION**

My Choice School is committed to the academic and social and emotional development of our students and we view each student as an individual with potential to succeed. We provide an programme to suit the needs and abilities of each student. At the point of referral the needs of each young person are identified and discussion is held with the parents / carers as to how My Choice will meet those needs, this will include any specific linguistic needs.

The aim of this policy is to help ensure that we do our best to meet the range of needs of young people who are learning English as an additional language (in line with the Equality Act 2010, updated April 2025).

### **TEACHING AND LEARNING**

At My Choice School, teachers will take action to support and include students who are learning English by various means. Students who are learning English as an additional language have skills and knowledge about language similar to monolingual English speaking students, and their ability to participate in the school curriculum may be advanced more than their communicative skills in English.

We will ensure that:

- Vocabulary work will cover technical as well as everyday meaning of key words, metaphors and idioms
- Key and every day words and phrases will be written down for the student to refer to
- The meaning of instructions and directions will be demonstrated through non-verbal communication and pictures
- The emphasis will be placed initially on communication to build confidence in English
- All staff will ensure that their spoken English is clear and simple and will check that the student has understood before moving on
- Students will be involved in the routine of the classroom in order to build their vocabulary and have a sense of ownership and belonging
- Where possible we will ensure links within the curriculum to the culture and language of students. Students will be encouraged to share their culture and language and the learning will be an exchange process between staff and students

- Students will have opportunity to listen to the sounds and patterns of English (pronunciation, intonation) through audio online resources or media
- The key vocabulary in activities will be identified
- Students will be given a meaningful task that is related to the lesson and will be integrated as far as possible (while differentiating and adapting at his / her level). If they are to maintain and build confidence they need to feel they can complete a task such as copying words or sentences under pictures, matching pictures to words, matching sentence halves, filling in grids or tables, answering closed questions
- Students who are not familiar with the alphabet will be supported with letter recognition (upper and lower case) and handwriting
- Students who are literate in their first language tend to make faster progress than students who are not. Students will be encouraged to use their literacy skills through the use of bilingual dictionaries, reading materials in their first language, use of ICT (on line dictionaries and translation sites), developing their own word lists.
- Writing frames, word banks and sentence banks will be used to support independent learning

### **CURRICULUM ACCESS AND ASSESSMENT**

All students will follow the My Choice School curriculum and assessment process, differentiated to ensure that the curriculum and assessments are accessible.

We will ensure that:

- ICT will be used wherever possible to support access to curriculum and to provide specific EAL lessons
- A range of Speaking and Listening activities in English will be provided to enable students to engage with peers and staff
- A range of texts in the student's first language and in English will be provided, using translation tools where necessary. These will include worksheets, information and activity sheets, fiction and non-fiction.
- Assessment materials will be provided in the student's first language and in English

### **ACCESS TO INFORMATION AND INCLUSION**

All essential and statutory information will be translated (e.g. prospectus, policies and planning and reporting documents) to ensure accessibility for students and their parents (where appropriate).

All essential information relating to child centred reviews (CWCF / CiN), PEP meetings and EHCP reviews will be translated and provided for the student and their parent (where appropriate) to ensure inclusion in all aspects. My Choice School will, where necessary, work with the placing authority to secure the services of interpreters and translators from established and verified agencies.

**Policy link:**

My Choice School Curriculum policy  
My Choice School Assessment policy  
My Choice School Admissions policy

**Reviewed April 2025**

**Reviewed May 2026**

**Review due June 2026**

