

English as an Additional Language (EAL) Policy

Independent Day / Boarding School for Boys and Girls

The Royal Hospital School

1 February 2010

(Although this is titled EAL policy at present the normal nomenclature at RHS is to refer to English as a Foreign Language i.e. EFL)

1 Aims

- 1.1 The aims of this policy are to promote good practice in our management of pupils for whom English is not their first language; to provide them with linguistic support across all areas of the curriculum as necessary and to offer them any additional welfare support that they may need as a result of their background.
- 1.2 The school is flexible and open to applications from prospective pupils from any ethnic or national background. Pupils wishing to apply to RHS are (whenever possible) interviewed and assessed by the Head of EFL and may meet with the Director of Studies/Head of Sixth Form and Headmaster. All candidates are given a non-verbal reasoning test. (Further details are outlined below).
- 1.3 The International Coordinator/Head of EFL visits Hong Kong once a year to meet with current and prospective pupils as well as interview and test prospective pupils. Arrangements can also be made for testing to take place at the pupils' current school (or by an accredited agent), although a visit to RHS is always preferred if possible.

2 Policy Statement

- 2.1 **The School:** The Royal Hospital School is a mainstream independent school with high academic standards which accepts boys and girls from the age of 11 years. We welcome pupils for whom English is not their first language.
- 2.2 **Provision:** The provision which we can make for pupils for whom English is not their first language includes teaching support in our fully equipped/resourced EFL department and general English support across other areas of the curriculum.
- 2.3 EFL support is provided for such pupils on a withdrawal from lessons basis in the lower school, and as an option block subject in the sixth form. This support can take the form of language coaching to assist the general curriculum, or more often specific preparation for an English qualification recognized by UK and international universities.
- 2.4 Support provided in the school's EFL department carries an additional cost charged individually according to provision (additional details can be obtained from the school's finance department or admissions office).
- 2.5 **A term's notice in writing** (or payment of a term's fees in lieu of notice) is required to terminate EFL teaching. Fees paid for EFL teaching will not be refunded.

3 Admission of pupils

- 3.1 The admissions procedure for overseas' pupils is centralised and correspondence should be addressed to the Admissions Officer in the normal way. Once a pupil is registered parents will be kept informed of developments within the school and will be contacted as necessary regarding admission.
- 3.2 Entry to the school may be at age 11, 12, 13, or 14+ and at 16+ into the sixth form. In all cases it is necessary to complete the school application form. Entry is normally in September but candidates will be considered for January and April entry subject to space being available.
- 3.3 Entry at 11, 12, 13, 14+ years. Candidates will be asked to sit an entrance examination. Alternative arrangements can be made for overseas candidates who are unable to travel. The entrance examination consists of three elements for those for whom English is their first language: a test in

mathematics based upon the relevant level of the National Curriculum, a verbal reasoning test and an English comprehension test.

- 3.4 Those overseas candidates for whom English is not their first language, will be required to take English as a Foreign Language (EFL) and non verbal reasoning tests. The minimum level of requirement in English is PET (Preliminary English Test set by Cambridge University), IELTS (International English Language Testing System) score of over 4.5 for lower school and 6.5 for entry into the sixth form or above.
- 3.5 For candidates following ISEB Common Entrance Examination, the offer of a place at the school is conditional upon satisfactory performance in the summer Common Entrance examinations.
- 3.6 Entry at 16+ years. Acceptance into the sixth form to follow a 16+ course is conditional upon candidates meeting the entrance criteria. For Advanced Level this is a minimum average points score of 5.0 at GCSE or IGCSE (where A* = 8, A = 7, B = 6, C = 5, D = 4) averaged over the best eight results. Pupils are expected to have passed Maths and English at Grade C or above. Pupils taking HKCEE are required to achieve five passes at A to E grade with A to D grades in the subjects that he or she decides to study at AS level. Pupils taking other international qualifications will be considered individually.
- 3.7 Reports: In the case of all candidates the school will contact current Head Teachers to ask for a reference regarding the candidate's level of attainment and behaviour. Considerable emphasis is placed upon these references when deciding which candidates will be offered places.
- 3.8 Interviews: Normally, candidates are expected to attend the school for interview and only in exceptional circumstances will a firm place be offered without the Headmaster having had the opportunity to meet and interview the candidate. Interviews may also be arranged at the school with the Head of Sixth Form, Director of Studies and the International Co-ordinator. Interviews can also take place in an overseas location where there are a number of pupils applying for a place at the school.
- 3.9 Period of Study at the School: Pupils would normally stay at the school all the way through to the end of sixth form study (Year 13) although some leave to continue their education elsewhere after GCSE examinations (Year 11). It is possible for overseas pupils to stay for a shorter period of study at the school which should be discussed during the admissions process

4 Implementation

- 4.1 In the lower school, provision for EFL support is made on a withdrawal from lessons basis. The maximum level of support that can be offered is 4 periods per week in a group lesson.
- 4.2 In the sixth form, pupils requiring EFL support are offered 3 AS levels and take EFL in the fourth option block.
- 4.3 The exact nature of the curriculum followed by EFL pupils is arranged between the pupils, tutor/Senior House Staff, parents, Head of EFL and the Director of Studies/Head of Sixth Form. It might be appropriate to withdraw pupils from lessons such as English, modern foreign language or General Studies, for example.
- 4.4 The Head of EFL prepares pupils for a recognized English qualification at a level that is deemed appropriate.
- 4.5 EFL is a formal academic subject, and as such the Head of EFL prepares assessments and reports on the pupils.

- 4.6 **International Coordinator/Head of EFL:** The school’s International Coordinator/Head of EFL is Mrs Gill Evans. She has responsibility for
- 4.6.1 ensuring that there is proper provision for the teaching of EFL to pupils for whom English is not their first language
 - 4.6.2 advising and supporting other staff in the School on matters relating to EFL
 - 4.6.3 assisting in making arrangements for pupils to travel to and from RHS.
 - 4.6.4 helping pupils “acclimatise” to the school and its English culture
- 4.7 **European Coordinator:** The school’s European Coordinator is Mrs Nicola Mann who has specific responsibility for assisting with the admission and care of pupils who come to RHS from Europe.
- 4.8 More detailed job specifications for the International coordinator and Head of EFL and the European Coordinator are found in the Staff Handbook
- 4.9 All teaching staff are expected to make themselves aware of pupils who require EFL support and to make every effort in their own subject area to provide pupils additional support as required/appropriate.

Authorised by	The Headmaster on behalf of the Governors and for Resolution by the Board of Governors in March 2010
Date	February 1 2010

Effective date of the policy	February 1 2010
Circulation	Governors / all staff / parents / pupils on request
Status	Complies with requirements of paragraph 1.(2) of the schedule to the Education (Independent Schools Standards) Regulations 2003