

## 1. INTRODUCTION

- 1.1 Tudor Hall accepts a small number of pupils whose first language is not English and undertakes to support these pupils as they improve their spoken and written English and their reading and listening skills to facilitate access to the Tudor Hall curriculum.
- 1.2 In addition, each year, Tudor Hall accepts a small number of pupils for a limited period (usually one academic year) principally to improve their proficiency in English and experience immersion in an English boarding environment.
- 1.3 All pupils with a first language other than English are required to conduct their daily lives using English whilst at Tudor Hall, whenever they are with native English speakers to improve their understanding of the English Language. Pupils would not be expected to converse in their first language in any public situation.
- 1.4 Although English as an Additional Language (EAL) at Tudor Hall falls under the aegis of the Learning Support Department for administrative and budgetary purposes, the school follows the *'Children and Families Act' 2014*, according to which, children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

## 2. ACCESS ARRANGEMENTS: PUBLIC EXMINATIONS

- 2.1 The school follows JCQ regulations governing access arrangements for EAL candidates in public examinations. The school provides, if available in a pupil's first language, a bilingual translation dictionary. In exceptional circumstances, following JCQ regulations, a pupil may be permitted extra time, up to a maximum of 10% for the sole purpose of dictionary use. The EAL teacher and Head of Learning Support will inform the examinations officer of the access arrangements for each pupil.
- 2.2 The school may be able to assess for a special educational need if a pupil's first language is not English or request an assessment from an independent expert. If an assessment of a special educational need has been completed in a pupil's home country the school will request a translation of this and apply access arrangements recommended therein.

## 3. AIMS OF ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) TUITION

- To provide language support for those pupils with EAL who otherwise would struggle to access curriculum subjects;
- To help pupils to extend their vocabulary and to improve use of standard grammar and sentence structure;
- To support pupils in Years IV and V to enable them to follow GCSE programmes of study;
- To prepare pupils for PET or Cambridge First Certificate examinations if requested;
- To help pupils in VI Form to become more familiar with the grammatical and syntactical conventions of academic writing and typical vocabulary; and
- To prepare sixth form pupils for IELTS or equivalent tests if required to enable them to study at UK universities.

## 4. ENTRY PROCEDURE

- 4.1 Any prospective pupil whose first language is not English must provide evidence of their ability in English. This evidence should include a report from the pupil's current school.

- 4.2 Pupils with EAL are required to complete the school's entrance assessment in Maths and a specialised assessment in English designed for pupils with English as an additional language.
- 4.3 If the pupil cannot be assessed by Tudor Hall or by an agent known to Tudor Hall, it may be necessary for the pupil to travel to a test centre designated by Tudor Hall.
- 4.4 The pupil's level of English and their ability to access the Tudor Hall curriculum and co-curriculum and play a full part in boarding life will help determine whether a place is offered at Tudor Hall.
- 4.5 It is assumed that a pupil entering VI Form to study will have a level of English that enables them to meet the course demands and this will be determined from their subject-specific entrance papers. The school reserves the right to advise pupils on subject choices. Where the level of English required for a subject is deemed to be too demanding for an individual pupil another option will be suggested.
- 4.6 If a place at the school is offered and accepted, the pupil will be interviewed by the EAL co-ordinator and following this, parents/guardians will be advised of the number of specialist EAL lessons that will be required.
- 4.7 The number of lessons needed and offered may be subject to change, dependant on the pupil's rate of progress.

## 5. CHARGING POLICIES FOR EAL TUITION

- 5.1 Key personnel:
  - 5.1.1. At point of entry: Admissions, EAL Coordinator.
  - 5.1.2. Ongoing monitoring of provision: EAL Coordinator, Head of Learning Support, Head of VI Form as appropriate and Deputy Head.
  - 5.1.3. For charging purposes, the Learning Support department will provide Bursary with clear list of lessons to be charged to parents each term.
- 5.2 Once an offer of a place has been accepted, the EAL coordinator may recommend a bespoke preparation for learning package for the pupil using the Tudor Hall EAL Online platform. Parents/guardians must agree to use of this programme at a cost of £48 for 12-months access if required to facilitate access to the curriculum on arrival.
- 5.3 The number of lessons will be agreed by the EAL coordinator and Head of Learning Support, and provision will be overseen by the Deputy Head
- 5.4 Parents should be informed in writing (or email) of charges.

## 6. ADAPTED CURRICULUM FOR PUPILS WITH EAL

- 6.1 In line with Tudor Hall's '*Curriculum Policy*', adaptations may be made for pupils with EAL. This could include but is not limited to:
  - 5.1.4. EAL lessons or additional study time in place of MFL or Latin lessons at Key Stage 3.
  - 5.1.5. A reduction in the number of GCSEs to allow for EAL lessons or additional study time.

## 7. TUDOR HALL STUDY ABROAD PROGRAMME

- 7.1 In addition to welcoming pupils to complete their education at Tudor Hall, the school also welcomes a small number of international students for a short stay. This immersion in boarding school education, typically for one year, boosts each pupil's English through specialised EAL teaching and lessons, co-curricular and social activities alongside native English speakers.

## 8. FEES 2024-2025

- 8.1 English as an additional language tuition is predominantly provided on a one-to-one basis with specialist teaching that is beyond our normal curriculum. To that end EAL teaching is charged at a competitive rate on top of the regular fee structure, with costs dependent upon the amount or level of support required. As noted earlier, this requirement will be assessed before arrival at Tudor Hall and reviewed regularly.
- 8.2 Individual lessons will be charged at £55 per session.
- 8.3 All fees are reviewed on an annual basis.

## 9. PARENT INFORMATION

- 9.1 Parents will be told before entry whether pupils are likely to need EAL lessons and will be required to complete the '*English as an Additional Language Parental Consent Form*' (attached as **Appendix 1**) before entry.
- 9.2 It will be explained that if a pupil's academic achievement and ability to access the Tudor Hall curriculum is held back by their level of English, there is no option but to agree to these extra lessons.

Approved by Education & Welfare Committee: February 2025  
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# ENGLISH AS AN ADDITIONAL LANGUAGE PARENT/GUARDIAN CONSENT FORM

## 1. INTRODUCTION

- 1.1 All girls for whom English is an additional language will have their English assessed on arrival at the school. When necessary, we will recommend that a girl should have extra tuition on a 1:1 basis or as part of a small group. In some cases, and if requested by parents, pupils may be prepared for First Certificate, Cambridge Advanced, Proficiency, IELTS etc. These examinations are mostly suitable for pupils aged between 14 and 18 years old.
- 1.2 For younger pupils, the Preliminary English Test (PET) can be taken. This is a particularly good preparation for those wishing to study for the Cambridge First Certificate in the near future.
- 1.3 Please note that Sixth Form pupils wishing to access a British university should consider studying towards the Cambridge Advanced English or Proficiency. They must have gained IELTS to level 7 for the majority of University courses. A good grade in either of these examinations carries valuable UCAS points for university entrance. For further details, please contact the EAL department.
- 1.4 Individual lessons will be charged at £55 per session. When your daughter has reached proficiency in English Language, you will be notified of the option to cease additional EAL lessons or to continue if your daughter wishes to prepare for additional examinations. If you wish your daughter to stop having EAL lessons, a discussion should be had with the department and full term's notice must be given.
- 1.5 So that we can be sure to meet the needs of all our pupils in preparation for their arrival, we would be grateful if you would answer the following questions below and continued overleaf.

Daughter/ward's name .....

Nationality.....

First Language.....

Date of arrival in the UK .....

How many years has your daughter/ward studied English for .....

What other languages has your daughter/ward studied.....

To what level has she been taught English? (e.g. beginner, elementary, lower intermediate, advanced)

Has she taken any public examinations? e.g. IELTS, GCSE **YES/NO** (please delete as appropriate)

If yes, please specify which and the grades she achieved

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Which course books, if any, did your daughter follow?

.....

How has she been taught English? (Please tick where appropriate)

As part of the normal curriculum

Individual lessons

Total immersion in an international school

Please give name of school and dates of attendance

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What level of exposure has your daughter had to English culture? E.g. holidays to English speaking countries and/or the UK, English speaking friends, exchanges with other families or other:

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Does your daughter have a history of any learning difficulties? **YES/NO** (please delete as appropriate)

Has your daughter had an Educational Psychologist's Report? **YES/NO**

If yes, in which year was it completed? .....

**If yes, an up-to-date copy (translated into English) must be provided if exam concessions are required.**

Does your daughter require extra time in her exams? **YES/NO**

**Please note: The school cannot approve any exam concessions without up-to-date supportive evidence from an assessment taken in the pupil's native language.**

Please sign the declaration below:

I understand that my daughter/ward's English will be assessed on arrival at Tudor Hall and a specific programme will be put in place to support her studies. I am prepared to pay the required costs which will be added to the end of term bill. I understand that termination of lessons is subject to one term's notice in writing.

Signed.....

Print Name.....

Relationship to pupil.....

Date.....