



EAL Policy Prep School

RATIONALE

The EAL (English as an Additional Language) department was set up in 1994 (then known as the EFL Department) in order to provide additional support in English to those non English speaking pupils who arrived at the Prep School with a level of English which was below that of their native speaking peers.

AIMS OF THE EAL DEPARTMENT

- To provide English language support lessons for those overseas pupils whose first language is not English in order to help them to access the mainstream curriculum at the Prep School and prepare them for the next stage of their education;
- To liaise with the Deputy Head (Academic), class teachers, subject teachers, Heads of Departments, Housemasters/Housemistresses and parents/guardians with regard to the progress in English and general wellbeing of all EAL pupils;
- To provide support, practical advice and training for mainstream teachers with the teaching of EAL pupils

At present most EAL lessons take place in P15 in the main Pre building. The EAL department is very well resourced. Most of the department's resources can be found in P15 and there are also a large number of EAL resources on Google Drive. In addition there are a vast number of resources for EAL online.

At present there are IWBs (Interactive Whiteboards) and projectors, computers and a whiteboard in the classroom. iPads are available for the pupils as and when required.

PRE-ENTRY ASSESSMENT OF EAL PUPILS

Before overseas pupils are offered a place at the Prep School, they are required to sit an online test (CAT4).

After the testing, the Deputy Head Academic and Head of EAL liaise with Prep Admissions and make recommendations as to whether or not in their opinion the applicant should be offered a place at the Prep School. Those EAL pupils who live abroad are given a Zoom interview in addition to the test.

All those pupils who are offered places are then allocated a class prior to their arrival at the Prep School. In addition to their performance in the English and Maths entrance tests, references from former schools are looked at and taken into account before offering a place to a child.



ASSESSMENT OF EAL PUPILS

Once they have arrived at the Prep School, all EAL pupils are given another English test in their first full week of school.

The English test consists of the following:

- A brief 5 minute oral interview;
- A multiple choice grammar test; and
- An open ended piece of writing which involves writing as much as they can about themselves, their hobbies and interests, their family, their home, their previous school, a recent event (e.g. their summer holiday) and why they have come to the Prep School.

As soon as the English tests have been marked by the Head of EAL, a decision is made as to what the most appropriate EAL provision should be, if any, for the pupils who have sat the test.

WITHDRAWAL OF PUPILS FROM MAINSTREAM LESSONS FOR EAL LESSONS

Pupils in the Upper Prep School (Years 7 & 8) who receive EAL support lessons do so during MFL (Modern Foreign Language) lessons. These pupils receive 3 lessons of EAL per week.

In the Lower Prep School (Years 4, 5 & 6) EAL pupils are usually withdrawn from French lessons as this is the only MFL studied at this stage.

In addition, those who require further EAL support may receive 1:1 lessons as well.

EAL CLASSES AND ASSESSMENT OF EAL PUPILS

EAL class sizes vary depending on the intake to the school. In many cases, particularly in the Lower Prep School the class size is considerably smaller and some pupils may be taught individually.

MONITORING/MENTORING OF EAL PUPILS

EAL pupils' progress in English and the mainstream curriculum is closely monitored by the Head of EAL throughout the academic year. The EAL department provides support and advice for colleagues at the Prep School who teach EAL pupils as and when required. The Head of EAL observes classes containing EAL pupils and feedback/discussion about the lessons takes place afterwards. From time to time the Head of EAL provides support for the staff designed to help teachers provide effective differentiation for class and subject teachers.

Parents' meetings for all year groups take place once a year. At these meetings parents/guardians can speak to subject teachers and members of the EAL department



about their child's progress in English and other subjects. Those parents who are unable to attend parents' meetings usually receive written feedback about their child's progress.

In general the EAL department believes that regular communication with all those who have dealings with EAL learners at the school is vital. The EAL department is in regular communication during the school year with the Deputy Heads (Academic and Pastoral) HOMs, HODs, class teachers (Lower Pre only) subject teachers, parents, guardians and agents regarding the progress in English and other academic subjects and the welfare of the EAL pupils.

RESPECT FOR CULTURAL DIVERSITY AND EQUAL OPPORTUNITIES

The EAL department, in accordance with whole school policy, celebrates and encourages respect for cultural diversity and the celebration of "difference" among the EAL community. EAL pupils are required to interact and work with pupils from other countries and cultures within EAL lessons both for linguistic and social reasons. Discrimination, racism, marginalisation, ostracism or unpleasantness of any kind is not tolerated within the EAL lessons and the EAL department maintain close contact with Housemasters, Housemistresses, tutors, class and subject teachers in order to ensure that EAL pupils are treated with respect and kindness by their peers.

In the EAL department we try to meet the needs not only of the class as a whole but also of each individual within the class. During EAL lessons we do not only endeavour to "plug the gaps" in the pupils' knowledge and ability to communicate effectively and accurately in English but also expose the pupils to relevant cultural and social issues as these can often be barriers to the learning and well-being of the pupils.

We encourage and promote the importance of cooperation with their teachers and tolerance and respect for their fellow EAL pupils. We encourage the pupils to try their hardest to practise their English both during lessons and around the school generally, especially within the houses.

The EAL department tries to be as supportive of all the EAL pupils at the Prep School as we can. We are not only concerned with the progress of our pupils in English and other academic subjects but in their well-being as young children. In the case of overseas pupils who are boarders, we as a staff are "in loco parentis" and take this responsibility very seriously indeed.

EAL DEPARTMENT TEACHING STAFF

The deployment of the EAL department is overseen by the Head of Department (Eva Manning-Davies). Thomas Lytwynchuk has been involved in the department since 2025 as an EAL teacher.

MEETINGS, OBSERVATION AND INSET

The Head of EAL observes the teaching of colleagues and encourages them to observe one another as well. Lessons are subsequently discussed and constructive feedback is provided. The aim of the observations is to ensure that high standards and expectations of

teaching and learning are maintained. Feedback provided is intended to be developmental rather than judgement.

INSET training was delivered by both members of the EAL department to all teaching staff in the Prep and Pre-Prep Schools in January 2026. The focus of the training was scaffolding lesson content and adaptive teaching for pupils with EAL.