



**Annex: SISD Language Support Policy
/ 18.05.18**

Language Support Policy

The Language Support Policy is an annex to the Language Policy. It is reviewed every year together with the language policy.

Language support at SISD

Qualified EAL, FAL and GAL teachers provide specific language support from KG1 to Grade 11 to learners who face challenges in accessing curriculum due to language barriers, disallowing them from successfully following the regular teaching.

- KG 1: English support can be provided on request for full beginners.
- KG 2: French and German support. English support can be provided on request for full beginners.
- Grades 1-5: English, French and German support in bilingual streams. English support can be provided on request for full beginners enrolled in English+ stream.
- Grades 6-12: English, French and German support in bilingual streams; English support in E+ stream; EAL support program for beginners.

Enrollment in Language Support

Automatic enrollment (HoL)

At Admission: non-native speakers, declared beginners/gaining confidence at admission time. Exception: beginners in French and German admitted to English+ stream.

At the beginning of the school year: returning support students and non-native speaking children without target language background and/or low achievement in Language Arts at the end of the previous school year.

At parents' request

Requests to be addressed to HoL

At class teacher's/LL teacher's request

Requests to be addressed to HoL via referral form after observation.

Enrollment is possible at any time during the school year.

Organization of Language Support

KG1 and KG2, as well as English+ stream

English support can be provided on request, via referral form sent by the teachers to HoL.

KG2 (French/German support), bilingual sections in Grade 1-Grade 5 (English/French/German support)

- Frequency of support lessons: 1 daily lesson, 5 days/week.
- Ratio of pull-out versus push-in support: approx. 80% pull-out lessons / 20% push-in lessons at the beginning of the school year. The objective is to increase push-in and reduce pull-out.
- Pull-out: max. 8 students/group. Beginners and students with low language proficiency level follow an intense EAL/FAL/GAL curriculum based on CERFL descriptors and levels, in order to quickly develop sufficient basic interpersonal communication skills (BICS). Depending on each learner's progress, the support program increasingly integrates the Language arts curriculum (UOI, POI).

- Push-in: max. 8 students/group. The Language support teacher acts as a facilitator in the classroom, to allow learners to access the regular curriculum. Push-in support usually takes place during Language Arts lessons.
- Monitoring Progress: Learner's progress is strictly monitored by the Language support teacher, based on CERFL descriptors and levels. Progress report cards are edited approx. every 6th week (first report card per beginning of November).
- Min. expected CERFL levels at the beginning of the school year: Grade 1 A.1.1, Grade 2 A.1.2, Grade 3 A.2.1, Grade 4 A.2.2, Grade 5 B.1.1 (primary level) / Grade 6 A.2.1, Grade 7 A.2.2, Grade 8 B.1.1, Grade 9 and higher: B.1.2 and higher.
- Homework: according to the Homework policy, the Support teacher can give homework (not part of the homework matrix in the Primary School).

Secondary School

- Push-in lessons for max. 8 students take place during LL lessons. If needed, the support can be extended to IS lessons and/or others.
- In agreement with the LL teacher, pull-out lessons can be organized. They take place instead of LL lessons. Learners follow an intensive EAL curriculum, based on CERFL descriptors and levels. Personal Development time can be used for pull-out support as well.
- Learner's progress is strictly monitored by the Language support teacher, based on CERFL descriptors and levels for students whose language proficiency level is below expectation. Progress tracking through formative assessments (in pull-out and in push-in). Depending on each learner's progress, the support program increasingly integrates the Language arts curriculum.
- Reported achievement levels are to be based on tasks given and marked by the LL teacher. The support teacher can be responsible for formative work and possibly homework.

Students who are registered in the English support program are encouraged to use the Secondary English Writing Centre. They can bring a hard copy of any class writing. These texts are analyzed by a teacher alongside the students in order to point out the next steps of the drafting process.

EAL program: students are attending EAL classes during at least one semester, instead of English LL classes. They can be pulled-out of design, visual arts, music, extended personal development. The number and frequency of the EAL classes is individual and subject to modification according to the student's progress. Admission to EAL program takes place at admission phase and is subject to HoL approval.

Release from Language support

A student is released from the support program when his/her language proficiency level is sufficient to follow the regular teaching without extra help. This decision is taken collaboratively by the Language support teacher, the class teacher/LL teacher and HoL.

Before a full release, the support program can be modified: more push-in, support reduction, focus on writing/oral, etc.

In Early Years and Primary School, releases are possible only at certain dates, approx. every 6th week (update support lists, update progress report cards).

Any release or modification of Language support is subject to HoL approval.

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Release on parents' request: requests to be addressed to HoL.

After a release, any reenrollment in the support program is subject to HoL approval.

Communication related to Language support

New-comers

Parents are informed about the possibility or the need of Language support/EAL program by the admission.

Early years and Primary school

HoL establishes and manages the Language support lists, and inform the class teachers and the support teachers about enrollments in the Support program

At the beginning of the school year, support teachers and class teachers observe the enrolled children during one week (2 weeks in EY) in order to modify the initial Language support lists if necessary. Edited lists to be sent to HoL.

By each update of the Language support lists, class teachers and support teachers meet to discuss any necessary modification (additions, modifications and releases subject to HoL approval). Edited lists to be sent to HoL.

The class teacher being the main responsible for the acquisition of the language of instruction, it is his/her responsibility

- to know which students in his/her class are registered in support
- to inform the parents about the enrollment in support, incl. at the beginning of the schoolyear (enrollment letter provided by the Language support teacher)
- to inform the parents about any modification in support program
- to inform the parents about the release (exit letter provided by the Language support teacher)

Language support teachers can communicate directly with the parents (subject to HoL approval). They also meet with the parents during the Conferences.

Secondary School

HoL establishes and manages the Language support lists, and inform the class teachers and the support teachers about enrollments in the Support program

At the beginning of the school year, support teachers and class teachers observe the enrolled children during one week, in order to modify the initial Language support lists if necessary. Edited lists to be sent to HoL.

The LL teacher is responsible to inform the parents about the enrollment in support, copying the homeroom teacher.

The Language support teacher is responsible to inform the parents about modification in support program and/or release from the support program, copying the LL teacher and the homeroom teacher.

Language support teachers can communicate directly with the parents (subject to HoL approval). They also meet with the parents during the Conferences.

Any communication related to support shall include (cc) HoL.

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Particular cases

If learners need language support in more than one language of instruction, priority is given to English. This is because a) English is widely spoken by our host country population and is the language of business at SISD and b) German and French can be learned as an additional language in our English+ stream if the student's proficiency is not sufficient to follow the bilingual stream.

Depending on the learner's language profile and/or specific linguistic needs, a mixed support structure can be offered over a limited time, e.g. one week Language X, one week Language Y.

For learners who are registered under inclusion and need language support, the inclusion teacher and the language teacher coordinate, in order to define the best teaching and learning strategies and to avoid a support overload.

Language support and ASAs

Students needed Language support are encouraged to attend Language ASAs (clubs, support classes, ...). Parents to be aware that extra exposure to the language outside of the school is a necessity.

Annexes to this policy

- Referral form (Early years and Primary school)
- Template Support student passport (Early years and Primary school)
- Template Exit letter
- Template E-mail to parents (admission in support)

18.05.18