

Educating for Time and Eternity

Policy No. 43

English for Speakers of Other Languages (ESOL)

Show proper respect to everyone. Love the brotherhood of believers, fear God, honour the king.

1 Peter 2:17

Rationale

To alert staff and community to the correct communication channels for dealing with all ESOL students.

1. Prior to enrolment, an interview is held between the parents, a Proprietor and the Principal, followed by a tour of the school. On enrolment of a student, orientation is undertaken by their Classroom Teacher, their peers and with the ESOL Staff on commencement of their ESOL Programme.
2. Our ESOL Staff will assess all incoming ESOL students and, in consultation with Classroom Teachers, decide on appropriate ESOL and in-class support.
3. Classroom organisation and programmes will be adapted to meet the ESOL student's needs, in consultation with our ESOL Staff.
4. Selection of learning materials and resources, including homework, will be at the discretion of the ESOL Staff and the Classroom Teacher. Materials and resources will be offset against the ESOL annual budget as directed by the Principal and Board of Trustees.
5. Record keeping is undertaken by the student's Classroom Teacher and ESOL Staff.
6. Copies of student files are kept in Reception, ESOL and with the Classroom Teacher. Written reports are sent to parents/caregivers once a year in December with the student's progress recorded against the English Language Learning Progressions (ELLP).
7. Families are welcome to come into school to discuss their child's progress or concerns and be advised of the best ways to support learning at home.
8. Promoting cultural awareness and understanding for parents/caregivers and staff is highly valued and is an ongoing process.
This is supported by hosting Kiwi morning teas, holding advice seminars (Citizens Advice Bureau), community English language and cultural options, ESOL's Got Talent event, other in-school cultural events and attending relevant professional development courses.
Advisors from both within our own and wider community are just some of the resources available to us.
9. ESOL Staff and Classroom Teachers can attend relevant professional courses organised through the Principal.
10. The ESOL Department receives its funding from the Ministry of Education (MoE) and the school's bulk grant.

11. Should the need arise, the channel of communication that ESOL parents/caregivers should follow is:
- a. ESOL Staff and Classroom Teachers
 - b. Team Leader
 - c. Principal
 - d. The Chairman of the Board of Trustees

Conclusion

This Policy will be reviewed every five years or earlier if needed.

Chairperson: _____

Date Adopted: 20 May 2003

Review Dates: 20 May 2003
20 May 2004
22 March 2005
20 March 2007
23 August 2011
June 2017
24 August 2021