



## Curriculum Policy/Procedures

### General English and Exam preparation classes

Our syllabus is primarily course book driven, but supplemented with a wide range of other materials to provide a balanced curriculum and take into account the needs and requests of students. Generally speaking, classes work through one unit of the course book a week, which is complemented by other activities and exercises in keeping with the themes, grammar and vocabulary of the week.

The teachers have a clear idea of the syllabus they will be following as they normally choose the course book that they will be using on each course themselves after having spent a couple of days teaching the new class and getting to know them. Exam classes always follow a course book designed specifically to prepare students for the relevant exam.

The syllabus appears on paper in the form of **weekly proposed lesson plans**, which are structured to offer a balanced programme covering grammar, vocabulary, pronunciation, exam preparation (if applicable) and work on the 4 skills each week. Teachers are also made aware of the fact that they need to make sure materials and activities are suitable for both under and over 18s when they have students of those ages in their class. They are designed to be flexible, are underpinned by discussion with students in the Friday interviews and close liaison between the teachers. Copies are given to the DOSs each Friday afternoon for the following week.

Teachers pin up a **weekly plan of work** on the classroom wall to keep their students informed of what they will be studying each week and to provide an overview of what the class has already studied for any new students arriving. This may well be referred to by the teacher in subsequent lessons.

### Electives

We have syllabuses in place for all of the elective classes, but teachers are free to tailor or supplement them to meet the needs/requests of each class. The syllabuses have been designed and developed to cover a wide range of topics, enabling students to develop their English skills and extend their vocabulary in a balanced and flexible way.

**Students can choose from the following electives:**

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Business

Conversation and Pronunciation

Academic English

British Life and Culture

English through Music and Song

Film Studies

English Literature

Sport



June 2016