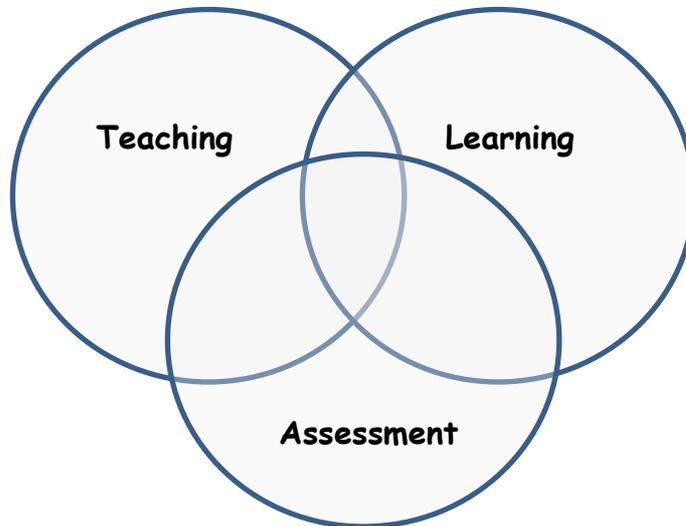




Teaching, Learning and Assessment Policy



The purpose of the policy is:

- to provide practical guidance and clear procedures
- to ensure high quality teaching and learning experiences for pupils and students of all abilities and aptitudes
- to provide a framework for teaching learning and assessment within which there is flexibility and scope for creativity
- to provide coherence of approach and consistency of expectation
- to raise attainment by increasing levels of student motivation, participation and independence
- to promote sharing of good practice
- to make explicit a baseline for monitoring and evaluating the teaching, learning and assessment that takes place
- to inform teachers, students, parents, governors and the wider community about the aims and processes of teaching learning and assessment.

Department for Education Teachers' Standards
July 2011 (introduction updated June 2013)

It is expected that all teachers will meet the Department for Education Teachers' Standards in terms of both, Part One (Teaching) and Part Two (Personal and professional conduct). Below is the *preamble* followed by the eight key points from part one. Teachers should be familiar with and are expected to comply with the entirety of the standards however.

Policy author:

Date: Michaelmas 2020

Review date: Michaelmas 2021

Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

A teacher must:

1. Set high expectations, which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

Summary of Key Ingredients of Successful Lessons

- Starter (the beginning of the lesson needs to be purposeful, but does not necessarily need to be a separate entity)
- Learning objectives (lessons should have a single challenging objective)
- Teacher input (stimulus to learning)
- Pupil grouping/seating plan (thought needs to be given to seating arrangements even if they be left to pupil preference/random allocations)
- Know pupils starting point
- Continually assess progress.
- Student activity (all pupils should be challenged)
- Quality resources (e.g. ICT)
- Summary/plenary/assessment for learning (pupils need time for reflection and to make connections)
- Next lesson – continuity and progression – making the connections for the students so that no lesson is an “island”

The Learning Experience

This section of the policy reflects the school’s expectations regarding planning, preparation, lesson structure and assessment for learning.

It is recognised that colleagues may also wish to extend their repertoire of teaching methods and provision of learning experiences beyond the basic outline given.

Before the lesson:

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Planning and preparation

- Lessons are planned with clear aims and objectives, structure and challenge for all students
- Objectives are clearly linked to departmental curriculum plan and schemes of work (see appendix for guidance)
- Lessons should be planned with consideration to the teacher's assessment of the pupils' needs
- Teachers make use of all available information, both statistical and personal, to set clear, realistic, yet challenging targets
- Lessons are planned to build on prior learning and ensure continuity and progression
- Plan lessons with consideration to the **SMSC** framework.
- Plan lessons with consideration to the *soft skills* we are developing in pupils through our Growth Mindset philosophy and the **PSB** framework, including: *Resilience, Independence, Collaboration, Leadership, Thinking and Learning, Reviewing and Improving and Communicating.*
- Opportunities for developing literacy, numeracy, **ICT** skills and cross-curricular elements are integrated into lesson plans wherever possible
- Appropriate and stimulating resources are organised prior to the lesson
- Lesson plans make full and effective use of any home-learning allocation
- Teacher has worked with **EAL** and **LS** to prepare pupils for the lesson, especially the key terminology.
- Thought has been given to seating. Where this is a key ingredient to the lesson, it should have an intended impact on the students' ability to engage, learn or complete the task successfully.
- Lesson planning to take into account of the needs of pupils with **EHCP**, **EAL**, **LS** needs.
- Pupils are given **Dedicated Improvement and Reflection Time (DIRT)**

Lesson Structure

This framework is expected to provide the basic structure for most lessons. However, it is recognised that it may be adapted to suit the objectives of a particular lesson or sequence of lessons.

Start of the Lesson

- The start of the lesson is purposeful and has a clear focus, using activities which immediately engage the learner. (This does not necessarily need to be a separate entity to the main body of the lesson.)
- Learning outcomes/intentions may be explicitly shared with students, to ensure they understand what they are doing and why.
- The teacher establishes and communicates clear expectations for behaviour

Lesson Development

The teacher should:

- Present lessons with clarity, enthusiasm and pace, ensuring timings are clear.

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- Make learning active by providing tasks, which enable students to make meaning, construct knowledge and develop understanding and skills after appropriate teacher led instruction.
- Model activities and processes, making their thinking and decision-making explicit to students.
- Make marking criteria clear and explicit.
- Provide exemplar work so that students are aware of the sophistication of response expected.
- Use a variety of questioning techniques to probe and develop students' understanding.
- Give constructive, positive feedback on work in progress and provide opportunities to act on it (DIRT).
- Provide opportunities for success for every student and seek frequent opportunities to praise. This praise should be directed and explained to model why work is effective.
- If appropriate, vary groupings and seating arrangements according to the task.
- Demonstrate flexibility in their approach and be prepared to deviate from the lesson plan where appropriate.
- Set a variety of home-learning tasks to deepen, extend or initiate learning.
- Opportunities are taken to make assessment of the pupils' progress and use this for future planning.

Students should

- Work effectively and purposefully in a range of contexts
- Come fully equipped and prepared to maximise the learning opportunity
- Be prepared to share their learning and ideas in an atmosphere of trust
- Ask questions where appropriate - of each other and the teacher
- Support one another, working collaboratively, recognising that the contributions of all are valid
- Undertake self-assessment or peer assessment with some confidence, becoming increasingly able to apply the criteria for success and to set appropriate targets for improvement (This skill needs to be explicitly taught and developed by the teacher.)
- Know where to go for help and recognise that further progress can always be made
- Be able to select appropriate learning resources to help develop their own learning
- Work with increasing independence, developing the skills to become life-long learners
- Make increasing use of ICT to develop their learning, accessing a wide variety of sources and using appropriate methods to present their work

End of the Lesson

- The teacher creates the time to review lesson objectives and learning outcomes
- Students have the opportunity to identify their own progress and set themselves appropriate targets
- Students receive supportive feedback from the teacher or their peers where appropriate
- Opportunities are provided to celebrate success
- The end of the lesson is prompt and orderly, allowing for efficient transition between lessons.
- The class should run for the full, allotted time (e.g. no early finish due to quicker than expected progress).

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Assessment, Marking and Feedback

Each department will have a clear policy which addresses each of the following key principles ensuring consistency across the department.

Key Principle 1 - Feedback is purposeful and timely

Key Principle 2 - Criteria are understood by the learner

Key Principle 3 - Feedback leads to feed forward (action)

Key Principle 4 - Assessment can be carried out in a number of ways

Key Principle 5 - Presentation of work is important

Key Principle 6 - Literacy is important

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Guidance on the above principles:

Key Principle 1 - Feedback is purposeful and timely

- The purpose of the marking must be made clear. If the primary audience is external, then feedback is irrelevant.
- Students receive regular developmental and motivational feedback in a variety of ways to enable them to progress.
- Each department to set the timing of return of work, (e.g. work is marked and returned within one week)
[please see reporting and recording procedures]

Key Principle 2 - Criteria are understood by the learner

- Students are made aware of the criteria for progression between grades and are enabled to interpret these criteria in a meaningful way.
- All criteria should be written in student friendly language (e.g. must, could, should).
- Graded work is modelled through display and explanation.

Key Principle 3 - Feedback leads to feedforward/action

- Students must act upon the advice they are given to improve their performance.
- The department has a mechanism to ensure students are acting on advice given.
- For practical subjects with a high proportion of verbal feedback, this should be recorded by the student.

Key Principle 4 - Assessment can be carried out in a number of ways

- It is acceptable as part of a clear policy, for teachers to perform a cursory check of work in order to acknowledge the effort put in by learners.
- Students are encouraged critically, but supportively, to judge the performance of others within their group.

Key Principle 5 - Presentation of work matters

- Presentation of the students' work is important and should be a focus of feedback and target setting as this encourages them to take more pride in their work.
- Teachers are to use professional judgement with regard to SEN students.
- **All Departments** are to ensure that students follow the following expectations for presentation:
 - Use black or blue pen and green for peer marking.
 - Use a pencil and ruler for diagrams.
 - All class-work and home-learning should have a title and date. These should be underlined with a ruler.

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- Home-learning work should be clearly labelled as ‘home-learning’.
 - The Learning Objectives should be written down if necessary.
 - Covers of books should be kept clean and free from graffiti, and books should be kept in good order.
 - Written answers should be given in full sentences where necessary.
 - All worksheets should be stuck into books neatly.
 - If you make a mistake, draw one neat line through the mistake and start again; do not over-write.
- Further points can be added for subject specific expectations, but all written work should demonstrate the above expectations wherever possible.

Key Principle 6 – Literacy matters

- Every department (not just the English department) is responsible for contributing to the improvement of Literacy, checking carefully for SPAG (spelling, punctuation and grammar) and making these part of the non negotiables of written and spoken expression.
- Assessment should make explicit reference to appropriate modes of expression in each subject.
- Subject specific vocabulary needs to be taught and the teacher needs to model writing and use high quality texts and exemplars.

Homework

- Teachers are required to set homework in accordance with the current home-learning timetable.
- Homework should be purposeful.
- All written and assessable homework must be marked in accordance with the assessment policy.
- In the case of any work not being completed on time or to the expected standards, the school’s sanctions policy should be followed.
Where possible, homework should be set a minimum of one week prior to the due date for years 6-11. [The one week time allowance may not always be feasible, but teachers should endeavour to work with pupils’ other commitments in mind.] In the 6th form pupils will be set more regular home-learning, so the expected turnaround may be shorter, but the principle still applies.
- Homework must be set on the school’s preferred platform for setting homework, currently FF (*Firefly*)
 - Ideally, home-learning would be entered onto SMH prior to the lesson.
 - Wherever possible, homework should also be explained during the lesson.

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Teaching and Learning Policy: Roles and Responsibilities

Governors

- To ensure the effective and rigorous implementation and monitoring of the policy

SMT

- To provide appropriate support, training and resources for departments and individuals
- To monitor and evaluate the delivery and impact of the policy
- To modify and update the policy in the light of on-going developments and the changing needs of the school. This is achieved through pupil tracking and lesson observations

Heads of Department

- To be responsible for the coordination of long, medium and short term planning of schemes of work taking into consideration the aims and objectives of the policy
- To monitor and evaluate consistent delivery of the policy at team level, through sampling of work and PDI lesson observations
- To provide appropriate support to team members through training or coaching.

Teaching staff

- To implement this policy by ensuring a consistent delivery of high quality learning experiences

Students

- To work positively within lessons to enable staff to implement the policy effectively
- To extend the learning experience outside the classroom by ensuring completion of the learning tasks set as home-learning

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Appendix

1. The typical lesson
2. What is an outstanding lesson - The Observation Criteria
3. Schemes of work guidance
4. Guidance for EAL pupils
5. Guidance for SEN pupils

IMPORTANT

There is no typical lesson that is considered better than another, nor is the style of teaching prescribed. Below is an example lesson for those that may feel this is helpful, but this should be considered as one way and not the only way. It should not be used to judge lessons.

1. The Typical Lesson

Prior to the lesson the Teacher has worked with EAL and LS departments to prepare the pupils for the lesson. The teacher has used prior knowledge of the students and data available to seat the students appropriately.

As pupils enter the classroom there is something to do right away. There is a puzzle on the board, a challenge on the desk, something to think about. Immediately, the teacher has the attention of the class. The lesson is off to a flying start.

The first ten minutes are spent on a brisk mini-activity to catch the imagination. This is the starter activity. Very often, this starter will be picked up later, in the main part of the lesson. But even ten minutes into the lesson, the pupils already feel as though they have learned something.

All pupils are challenged and encouraged to take risks. Success and failure are seen as equally important elements of learning.

The main part of the lesson is introduced by the teacher telling the pupils what they are going to learn, rather than what they are going to do. They won't just be doing problems. They will focus on the learning: lessons have focus. The objectives are drawn from the scheme of work.

Home-learning from the previous day may play a part. Pupils are looking up, being engaged and thinking. The teacher is not afraid to be an expert.

From the pupils' point of view, lessons are active and engaging. They are expected to participate. They are frequently asked to stop, think, suggest and explain themselves. They might have a moment to talk to a partner and come up with a suggestion. They might have to work on a problem and hold up answers on individual whiteboards.

A key feature is asking pupils to explain their thinking or working out: 'You're right. Tell the class how you worked it out.' Pupils sometimes come to the front of the class to do so. There is an emphasis on

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explaining good ways of working, showing how good learners operate, suggesting how the same method can be used in other subjects.

The teacher moves quickly to get the pupils to apply what they have learned, in group work or paired work, or an individual exercise. This part of the lesson may last around 15 to 20 minutes. In the past, teachers might have waited for pupils who get 'stuck' to put their hands up. Now, they are more likely to sit with one group for several minutes and guide them through the work, helping them to apply new skills.

Opportunities are used to develop pupils' *Soft Skills (Resilience, Independence, Collaboration, Leadership, Thinking and Learning, Reviewing and Improving and Communicating)*, SMSC understanding and to develop pupils' numeracy and literacy skills, as appropriate.

Any teaching assistant in the classroom is well prepared, has helped the teacher to plan the lesson and is familiar with their special role. They may have attended training about it. The assistant may be sitting with a group of pupils to help them keep up with the work, or making notes for the teacher on how pupils are getting on with a task.

The lesson closes with a plenary session in which the teacher draws out the key points. Pupils do most of the work. They are encouraged to explain what they have learned and how it can be used in the future, perhaps in other lessons.

Regular home-learning helps individuals to consolidate what they have learned in the lesson or to prepare for the next one.

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2 Lesson observations

		Outstanding (1)	Good (2)	Requires Improvement (3)	Inadequate (4)
A. Pupils' outcomes	Progress in lesson and over time	All pupils make substantial and sustained progress, developing excellent knowledge, understanding and skills, considering their different starting points.	Pupils make consistently strong progress, developing secure knowledge, understanding and skills, considering their different starting points.	Progress is broadly in line with national from similar starting points.	Some, or all pupils are making inadequate progress as a result of weak teaching over time. Progress indicates that pupils are underachieving considerably.
	Learning	Pupils are typically able to articulate their knowledge and understanding clearly in an age-appropriate way. They can hold thoughtful conversations about them with each other and adults.	Most pupils commit to improving their work. They are given time to apply their knowledge and understanding in new ways that stretches their thinking and to practise key skills.	Pupils' learning is satisfactory.	Pupils or particular groups are making inadequate progress because teaching does not develop their knowledge, understanding and skills sufficiently.
	Engagement and attitudes to learning	Pupils are confident, self-assured learners. Their excellent attitudes to learning have a strong, positive impact on their progress. They are proud of their achievements Pupils are eager to know how to improve their learning.	Pupils are confident and self-assured. They take pride in their work Teachers expect and encourage all pupils to work with positive attitudes so that they can apply themselves and make strong progress.	Most pupils want to work hard to improve but some do not.	Teaching over time fails to engage or interest pupils, or specific groups (inc. D&SEN).

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	Home-learning	Teachers set challenging home-learning, in line with the school's policy and as appropriate for the age and stage of pupils, that consolidates learning, deepens understanding and prepares pupils very well for work to come.	Teachers set home-learning, in line with the school's policy and as appropriate for the age and stage of pupils, that consolidates learning and prepares pupils well for work to come.	Appropriate home-learning is set. It matches most pupils' needs.	Home-learning is not set regularly or it does not contribute to learning.
B. Teaching & Learning	Planning and pace	Teachers plan lessons very effectively, making maximum use of lesson time and coordinating lesson resources well Teachers provide adequate time for practice to embed the pupils' knowledge, understanding and skills securely. They introduce subject content progressively and constantly demand more of pupils	Teachers use effective planning to help pupils learn well. Time in lessons is used productively They give sufficient time for pupils to review what they are learning and to develop further	Adequate, but does not develop all pupils' knowledge and understanding or skills.	Teaching is poorly planned. Opportunities are missed
	Activities	Teachers demonstrate deep knowledge and understanding of the subjects they teach. They identify pupils' common misconceptions and act to ensure they are corrected.	In lessons, teachers develop, consolidate and deepen pupils' knowledge, understanding and skills. Teachers use their secure subject knowledge to plan learning that sustains pupils' interest and challenges their thinking.	Activities are mostly appropriate, but do not meet all needs. Time is mainly used well.	Activities are not sufficiently well matched to pupils' needs. Time is wasted by some or all pupils.
	Expectations	Teachers are determined that pupils achieve well. They encourage pupils to try hard, recognise their efforts and ensure that pupils take pride in all aspects of their work. Teachers have consistently high	Pupils focus well on their learning because teachers reinforce expectations for conduct and set clear tasks that challenge pupils.	Sufficient for satisfactory progress.	Not high enough: progress is limited.

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		expectations of all pupils' attitudes to learning.			
	Interventions	Teachers identify and support any pupil who is falling behind, and enable almost all to catch up.	Teachers identify and support effectively those pupils who start to fall behind and intervene quickly to help them to improve their learning.	Some impact, but not always timely or consistent in meeting individual needs. LSA has some impact.	Additional support has little or no impact on learning – failing to narrow gaps. Ineffective use of the LSA.
	RWCM (Reading, writing, communication and mathematics)	Teachers embed reading, writing and communication and, where appropriate, mathematics exceptionally well across the curriculum, equipping all pupils with the necessary skills to make progress.	Teachers develop pupils' reading, writing and communication, and where appropriate mathematics, well across the curriculum	Some support for skills, but provided inconsistently.	Pupils cannot communicate, read, write or apply mathematics as well as they should, so they do not make sufficient progress in their knowledge, understanding and skills because they are unable to access the curriculum.

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	<p>SMSC (Spiritual, moral, social and cultural development) and British values</p>	<p>Pupils love the challenge of learning and are resilient to failure.</p> <p>They are curious, interested learners who seek out and use new information to develop, consolidate and deepen their knowledge, understanding and skills.</p> <p>They thrive in lessons and also regularly take up opportunities to learn through extra-curricular activities.</p> <p>Teachers are quick to challenge stereotypes and the use of derogatory language in lessons. Resources and teaching strategies reflect and value the diversity of pupils' experiences and provide pupils with a comprehensive understanding of people and communities beyond their immediate experience.</p>	<p>Pupils develop the capacity to learn from mistakes and they become keen learners who want to find out more.</p> <p>Most are willing to find out new information to develop, consolidate and deepen their knowledge, understanding and skills, both in lessons and in extra-curricular activities.</p> <p>Teachers challenge stereotypes and the use of derogatory language in lessons</p> <p>Teachers promote equality of opportunity and diversity in teaching and learning.</p>	<p>SMSC is occasionally promoted.</p>	<p>Teachers do not promote equality of opportunity or understanding of diversity effectively and so discriminate against the success of individuals or groups of pupils.</p>
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C. Assessment	During the lesson	Teachers check pupils' understanding systematically and effectively in lessons, offering clearly directed and timely support. Questioning is used highly effectively and demonstrates understanding of the ways pupils think about subject content.	They use questioning skilfully to probe pupils' responses and they reshape tasks and explanations so that pupils better understand new concepts. Teachers tackle misconceptions and build on pupils' strengths.	Work is monitored in the lesson. General misconceptions are picked up. Plans are adapted, but this is not always timely or relevant.	Weak assessment practice means that teaching fails to meet pupils' needs.
	Feedback and marking	Teachers provide pupils with incisive feedback, in line with the school's assessment policy, about what pupils can do to improve their knowledge, understanding and skills. Pupils use this feedback effectively and they capitalise on opportunities to use feedback, written or oral, to improve.	Teachers give pupils feedback in line with the school's assessment policy. Pupils use this feedback well and they know what they need to do to improve.	Marking is inconsistent. Some pupils know how well they have done to improve.	Pupils are rarely, if at all, informed about progress. Many do not know how to improve. Marking is minimal.
D. Behaviour & Safety	Disruption to learning	Pupils' impeccable conduct reflects the school's effective strategies to promote high standards of behaviour. Pupils are self-disciplined. Incidences of low-level disruption are extremely rare.	Pupils respond quickly to instructions and requests from staff, allowing lessons to flow smoothly and without interruption. Low-level disruption is rare.	Occasional low-level disruption, but major issues are rare. Disruption is not endemic.	Pupils' lack of engagement, persistent low-level and/or high-level wilful, disruption, contribute to reduced learning
	Behaviour	They manage pupils' behaviour highly effectively with clear rules that are consistently enforced.	Pupils are punctual and prepared for lessons. They bring the right equipment and are ready to learn.	Clear procedures for managing behaviour, but not always used consistently. Nearly all pupils	Procedures for managing behaviour are not clear or are not used consistently or a significant minority of pupils do not respond to them.

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				respond promptly to the teacher.	
	Safety	Pupils are safe and feel safe at all times. They understand how to keep themselves and others safe in different situations and settings. They Pupils have an excellent understanding of how to stay safe online and of the dangers of inappropriate use of mobile technology and social networking sites.	Pupils are safe and feel safe. They have opportunities to learn how to keep themselves safe. They enjoy learning about how to stay healthy and about emotional and mental health, safe and positive relationships and how to prevent misuse of technology.	Pupils know the major risks they face and reflect this in their behaviour.	Pupils do not understand risk and may endanger themselves or others.

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3 Schemes of work

TLC guidance suggests a scheme of work could include the following:

1. **Timing:** in weeks or hours.
2. **Overview** of the scheme: summary of where the students should be at the end of the scheme, key terminology, and skills the scheme is designed to deliver.
3. **Topics:** the content of or skills to be learnt. (relate to specification where appropriate.
4. **Objectives:** the basic objectives of learning for each topic.
5. **Activities:** what the teacher will do and what the students will do.
6. **Assessment:** how will the students' skill and understanding be regularly and repeatedly tested?
7. **Differentiation/EAL:** Suggested ways to deliver objectives to G&T/EAL/SEN pupils.
8. **Homework:** suggested home-learning that can be used to support the lessons.
9. **Soft Skills** (*Resilience, Independence, Collaboration, Leadership, Thinking and Learning, Reviewing and Improving and Communicating*)
10. **SMSC, learning skills and British Values**

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This is a sample, NOT a template, to re-write schemes of work.

Course Overview:

Overview of overall aims of the scheme, key skills and terminology. Perhaps a breakdown of what most/some/few students will have learned by the end of the unit.

Soft Skills:

Schemes of work should not only teach subject content but should ideally explicitly include opportunities to develop pupils' soft skills as prescribed by the school's Growth Mind-set philosophy and the PSB framework: *Resilience, Independence, Collaboration, Leadership, Thinking and Learning, Reviewing and Improving and Communicating.*

Spiritual, Moral, Social and Cultural education (SMSC):

In September 2014, SMSC regulations issued by ISI were amended. This change meant that rather than 'encouraging respect' for fundamental British values, schools must now 'actively promote' these. As well as being covered through discrete PSHE and RE lessons, SMSC at Langley is infused within the day to day operation of the school both in and outside the classroom. SMSC should, therefore, be incorporated where appropriate into SoW.

Every Child matters:

- **being healthy:** enjoying good physical and mental health and living a healthy lifestyle
- **staying safe:** being protected from harm and neglect
- **enjoying and achieving:** getting the most out of life and developing the skills for adulthood
- **making a positive contribution:** being involved with the community and society and not engaging in anti-social or offending behaviour
- **economic well-being:** not being prevented by economic disadvantage from achieving their full potential in life.

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Week	KEY QUESTIONS & LEARNING INTENTIONS Children should learn:	LEARNING ACTIVITIES What the children will do:		LEARNING OUTCOMES: Children Should be able to:	RESOURCES:	POSSIBLE HOMEWORK IDEAS	DIFFERENTIATION/EAL
	Objectives are statements of what you are setting out to teach, although expressed as if the students were going to learn it	This should contain teaching activities that could be used to deliver the learning objectives, which can be used and adapted by the teacher for their individual group's needs.		Outcomes are statements of what you might assess.	This should contain teaching activities that could be used to deliver the learning objectives, which can be used and adapted by the teacher for their individual group's needs.	Opportunities for home-learning, where it is available, e.g. shared area on server, textbooks etc.	Potential ways in which this learning can be best delivered to EAL students
	ASSESSMENT	This could be in various formats, home-learning, class work, test/exam or the teacher judgment.					

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4. Guide to teaching EAL students

- Make sure that you carry out some basic research into the cultural and personal backgrounds of the EAL pupils in your classes.
- Whenever possible consult with the pupil's EAL teacher who may be able to assist with preparing vocabulary through the department's CLIL (Content and Language Integrated Learning) programme.
- Ensure that these pupils are comfortable in the classroom. Have them seated in front of you so that they can easily access pictures and texts and where it is easier for you to make regular eye contact with them.
- Ensure that you start each lesson by explaining the key vocabulary being used. Make sure you provide your EAL pupils with a visual version of the glossary of terms to put into their books.
- As far as possible, allow each EAL pupil to sit next to a reliable pupil who can act as a translator.
- Identify any cultural content that may be unfamiliar to your EAL pupils and be prepared to explain this, perhaps drawing parallels with other cultures.
- Make sure that you repeat and summarise instructions and requests, but be very careful not to vary your language too much when you repeat yourself as this might result in the pupil spending unnecessary time working out if there are any differences between the two messages. Moderate your speed of delivery to meet the needs of these pupils.
- Wherever possible give practical demonstrations to your EAL pupils. Supporting your words with actions is a highly effective way of conveying a message to them. However, you do need to be highly sensitive to the fact that body language and gestures vary in meaning between cultures. In many cultures children are taught to avoid making eye contact with their elders.
- If you are a teacher of English, use dual textbooks where possible.
- If there is a bilingual teacher in the school who can help you, get them to produce worksheets in the pupil's own language.
- Do not over-correct the mistakes of your EAL pupils as this will soon cause them to become demotivated. Have a specific focus when assessing pupils' work and when setting targets.
- Encourage risk-taking within a safe and secure environment. Create a can-do culture within the classroom and have high expectations of your EAL pupils. Expect them to succeed.
- When providing work for EAL pupils make sure that you differentiate. For example, single-word answers are acceptable from a pupil who is new to English but, with increasing experience, pupils must be encouraged to expand their answers and use full sentences.
- Find opportunities to use role play and drama.
- Make use of writing frames but only if pupils have had the opportunity to talk through their work prior to the written task.

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5. Tips for SEN

The Classroom

Displays on wall - reference or pupils' work (this can be distracting for some autistic children who prefer a feature/stimulation free environment)

Grade levels/GCSE criteria on display

Key words available

Use of colour

Familiarity with environment and location of equipment

Seating plan. Many SEN children like stability and dislike change.

What makes a good worksheet?

Choose a suitable font (look at the letters a and e) - e.g. comic sans

Large font size - 14-16pt for weaker pupils

Short sentences

Simplify language but keep some scientific terminology

Use symbols or pictures

Leave space to fill in answers, perhaps by double spacing.

Possible strategies to use in class

Think multi-sensory. Use sound, text, video, movie clips, clip-art, the internet, CD-ROMs, the library

Use of ICTAC (ICT across the curriculum) - IWBs, word processing, spread-sheets to analyse/graph results, DTP

Work with words - key words, word walls, definitions, pelmanism cards

Break instructions down into simple steps

Sequencing activities - writing up experiments, cycles, cut and paste. (it is perfectly acceptable for a TA to write sentences or draw diagrams for the pupil to cut and paste themselves. Do not feel it all has to be their own work)

Writing frames (Scaffolds) - giving a set of headings which students can flesh out with their own writing, or begin each paragraph so the pupil can finish them

Cloze activities and DARTS - fill in the gaps/missing words

Paired work - facilitate paired work with a more able pupil

Use of teaching assistants

Important how TAs are deployed (Ofsted - good lessons "Teaching assistants and other classroom helpers, and other resources are well deployed to support learning")

If a TA is not assigned to a pupil consider who TAs work with, can they support a group of pupils instead? Could they help run a carousel of activities?

Is there scope to plan with the TA?

Consider use of the Teaching Assistant's toolkit (free download)

Useful tips - Don'ts

get TA's to do pupils' work for them. Revision guides remove the need to have an excellent set of notes

expect pupils to copy - pupils with poor literacy skills learn nothing from copying, it is a total waste of time

isolate pupils within the group - social interaction and group-work benefits all pupils

Policy author: RA - DHA

Date: Michaelmas 2020

Review date: Trinity 2021

don't feel every pupil has to do the same work. It's the learning objective that will be the same, not the activity.

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