

Fromefield Manor School



English as an additional language (EAL) - Local Procedure November 2025

Local Procedure Title	English as an Additional Language (EAL)
Site	Fromefield Manor School
Local Procedure date	November 2025
Local Procedure review date	Sept 2026
Local Procedure Author(s)	Head Teacher (Gemma Drury)
Local Procedure Ratification	Checked and Approved by: Regional Director (Rebecca McArthur)

Introduction

The term EAL is used when referring to pupils where the mother tongue is not English. This document sets out the Local Procedure with regard to meeting the needs of EAL pupils within Fromefield Manor school. It is recognised that pupils who attend Fromefield Manor School with EAL also have a SEN and this is targeted with additional support. This means that pupils at Fromefield Manor School will work on an adapted curriculum to suit their personal and individual needs. Fromefield Manor Schools English as an Additional Language (EAL) local procedure was developed in consideration of the Special Educational Needs (Information) Regulations (Clause 65). It is written as guidance for staff, parents and children and with reference to:

- SEN Code of Practice (which takes into account the SEN provisions of the SEN and Disability Act 2001) September 2014,
- ISI Integrated Handbook – Regulatory Requirements, January 2015).

Aim

At Fromefield Manor School we aim to ensure that:

- The school “makes adequate provision for groups of pupils with ... other specific needs, such as English as an additional language.” (ISI Integrated Handbook – Regulatory Requirements January 2015, 37)
- EAL children are identified, and teachers are aware of their pupils' language needs, to ensure they can access a broad curriculum and are supported in achieving their potential.

Fromefield Manor School recognises that:

- EAL pupils' ability to access the curriculum may be ahead of their English language skills
- EAL is not SEND (“special educational need / disability”) or a “learning difficulty”
- EAL pupils may have additional needs in accessing the language used by staff and peers, with related learning issues, which can lead to underachievement and isolation
- All teachers are teachers of pupils with individual needs, and are responsible for developing children's spoken and written language skills to raise pupils' achievement
- Language is effectively developed in a purposeful context across the curriculum
- Teaching and support staff play a crucial role in modelling uses of language
- Language is central to identity, and the views of the pupil and parents are taken into account in supporting a pupil's learning

Fromefield Manor School will:

- Ensure the School meets the full range of need of pupils who are learning English as an additional language (EAL)
- maintain pupils' self-esteem and confidence by acknowledging their Skills in their own languages
- welcome and value the cultural and linguistic experiences that EAL pupils bring to the wider school community
- encourage and enable parental support in improving their child's academic and social progress

- help EAL pupils to become confident in order to be able to fulfil their academic and social potential
- be able to assess the skills and needs of pupils with EAL and to give appropriate provision to individuals throughout the school

Objectives

In providing for the needs of pupils with English as an Additional Language Fromefield Manor School:

- Recognises that pupils with English as an additional language will need more time to process and respond to instruction and direction
- Gives newly arrived pupils time to absorb English, when they may show that they understand more English than they use
- Recognises the pupil's mother tongue; boost the pupil's self-esteem by allowing them to use their mother tongue to explore concepts
- Identifies individual pupils' strengths and encourage them to transfer their knowledge, skills and understanding of one language to another
- Uses collaborative learning techniques including augmentative communication systems such as pictures and symbols
- Where possible, groups pupils so that EAL pupils hear good models of English
- Can manage the level of stimulation, as the classroom needs to be socially and intellectually inclusive, valuing cultural differences and fostering individual identities

The role of the Teacher

At Fromefield Manor School, it is expected that teachers will:

- Be knowledgeable about pupils' abilities and needs in English
- Use this knowledge effectively for planning, pupil grouping and use of resources
- Build up a caring, trusting and supportive relationship where different points of view are listened to and self-esteem is developed
- Be sensitive to differences in pupil's learning styles and rates of learning
- Provide augmentative communications such as pictures / symbols in order to clarify instructions and support understanding for EAL pupils
- Provide an IEP where appropriate
- Be aware of own language use and position as a role model
- Use effective questioning to promote all aspects of learning
- Be aware of the need for planning progressively across the curriculum, differentiating for all individual needs
- Re-enforce vocabulary across the curriculum
- Keep records and monitor progress
- Direct learning support assistants, with clear and informed instruction, how to work with EAL pupils

Access and Support

Monitoring and evaluation take place regularly through termly progress reports, review of the IEP, an annual report and review of EHCP.

- The organisation and management of the classroom environment is crucial to support the learning of all pupils and must incorporate the diverse SEN/ASD/EAL needs within each class group. Each pupil will access the full school curriculum linked to individuals as assessed and which will be reviewed regularly
- The organisation of learning spaces will vary to suit the purpose, context and pupils involved. The needs of all pupils will be identified and met through effective curricular programmes and support arrangements
- Attention will be given to classroom layout, wall displays, access to a diverse range of resources including resources from other cultures.

- At Fromefield Manor School, pupil's learning of English as an additional language will build on pupil's experiences of language at home and in the wider community in order to develop their understanding and use of English
- Pupils will have opportunities to engage in speaking and listening activities in English with peers and adults
- Where appropriate, an interpreter will be sought in order that communication between the school and family effectively supports the home school relationship and programme continuity for individual pupils

Role of the SLT

At Fromefield Manor School, the role of the SLT is to:

- Ensure that all staff are aware of the school's policy/procedure on pupils with EAL
- Ensure relevant information on pupils with EAL reaches all staff
- Monitor the effectiveness of the teaching of pupils with EAL is monitored and assessed regularly.
- Give guidance and support to set appropriate targets and plan appropriate work
- Ensure targets for pupils learning EAL are set and met
- Monitor standards of teaching and learning of pupils with EAL
- Monitor progress and identify learning difficulties which may be masked by EAL

The role of IT in developing and supporting EAL

We aim to make maximum use of IT to promote pupils' English, as well as developing competence in IT skills. All pupils will have the opportunity to access computers and other appropriate technology such as iPads. The Internet opens a whole new world to our pupils, and it can be used to develop and foster skills and interests such as reading, listening, thinking, writing, and researching.

Parental involvement

We believe that the education of our pupils is a collaborative enterprise involving teachers, parents and carers, pupils, and the wider community. Regular and positive communications will be made between teachers and parents and carers, on a formal and informal basis. We aim to harness the support of the family home and to stimulate greater support in order to enhance all pupils' English development. Opportunities to promote parental involvement include:

- Daily / weekly communication via a communication book or e-mail dependent on parental preference
- Regular phone contact
- Parents / Carers will be invited to attend their child's Annual Review / LAC etc.
- Progress reports will be shared with parents / carers
- Parents / Carers will be invited to whole school social events

Equal Opportunities

All staff will aim to treat every child as an individual, and will respect their individuality, regardless of gender, race, sexual orientation, academic or physical ability or socio-economic background. The staff will be aware of stereotyping in their selection of resources.

Monitoring and Evaluation

Monitoring and evaluation take place regularly through termly progress reports, review of the IEP, an annual report and review of EHCP, to ensure that:

- The effectiveness of the English as an Additional Language provision provided by the school is evaluated by the Head Teacher, SENCO and Quality of Education lead.
- The Literacy Lead has input into the EAL policy.

- The English as an Additional Language policy is a working document and is kept under constant review.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
12/03/ 2025	M Watch	Core Curriculum lead changed to Quality of Education Lead English Lead changed to Literacy Lead
06/11/2025	M Watch	p.2 dates and RD updated p.3 Access & Support – Golden Thread removed