



Westbrook Old Hall  
PRIMARY SCHOOL

Westbrook Old Hall Primary School

# English as an Additional Language (EAL) Policy

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## Review Date and Summary of Changes

Date of review	Summary of changes
4 June 2026	New Policy

Signed by:

*K. Gingley*

Interim Executive Headteacher

Date: June 2026

IEC

Date: June 2026

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## Statement of Intent

In this policy, the term 'English as an Additional Language' (EAL) refers to pupils whose main language at home is a language other than English.

Pupils with EAL will face various difficulties throughout their academic life. Pupils' aptitude for English will vary, but many will face barriers to learning, accessing the curriculum and reaching their full potential. Pupils with EAL must learn in and through another language. In addition, they may come from different cultural backgrounds to their peers and face different expectations of language, education and learning.

This policy has been established to ensure all pupils with EAL at the school are given the best chance possible to reach their full potential.

Westbrook Old Hall Primary School aims to:

- welcome the cultural, linguistic and educational experiences pupils with EAL contribute to the school
- ensure strategies are in place to support pupils with EAL
- enable pupils with EAL to become confident, and to acquire the language skills needed to reach their full academic potential

Our strategic objectives are to:

- provide a welcoming atmosphere for newly arrived pupils with EAL
- assess the skills and needs of pupils with EAL
- gather accurate information regarding children's backgrounds, cultures and abilities
- equip teachers and support staff with the necessary skills, resources and knowledge to support pupils with EAL
- use all available resources to raise the attainment of pupils with EAL
- systematically monitor pupils' progress and adapt policies and procedures accordingly
- ensure all children's languages, cultures and identities are represented in classrooms and throughout the school
- maximise opportunities to model the fluent use of English
- ensure pupils with EAL are acknowledged for their skills in their own languages

## 1. Legal Framework

This policy has been developed and written with due regard to all relevant legislation and guidance in place at the time, and will be reviewed and updated, annually, and in line with any changes in the law.

## 2. Roles and Responsibilities

The governing board will have overall responsibility for the implementation of this policy.

The headteacher will be responsible for:

- ensuring that those who are teaching or working with pupils with EAL are aware of their needs and have arrangements in place to meet them
- ensuring that teachers monitor and review pupils' progress during the academic year
- appointing a member of staff to lead on the school's approach to supporting pupils with EAL
- providing the EAL lead with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities
- ensuring that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with EAL
- ensuring that the approach to the curriculum includes how it is made accessible for pupils with EAL

The EAL lead will be responsible for:

- the induction of newly arrived pupils
- conducting initial assessments of pupils with EAL
- teaching small groups of pupils with EAL and providing classroom support
- liaising with teaching staff on support for pupils with EAL
- advising on strategies to support and include pupils with EAL and on ways to differentiate work for pupils with EAL
- encouraging and supporting pupils to maintain and develop their first language
- facilitating pupils' use of first language national examinations
- developing relationships between the school and parents of pupils with EAL
- securing and providing training to ensure staff development
- acting as consultants to staff on language-related issues and equal opportunity and race equality issues
- ensuring continuity of support and maintaining contact with other professionals involved, as well as parents and pupils
- working closely with the SENDCo to develop individual transition plans tailored to the specific needs of children with additional needs

All staff members will be responsible for:

- ensuring all written work includes the technical requirements of language as well as the meaning
- providing a good model of spoken English
- where possible, using a variety of types of text to explore their subject and through the varied use of English
- ensuring the inclusion of pupils with EAL in their classrooms

- identifying pupils with EAL who are experiencing difficulties and ensuring intervening measures are taken to aid the pupil
- planning activities that aim to ease pupils' anxieties and make them feel prepared for their next stage of learning

### **3. Support**

Where a pupil with EAL is assessed as having little to no English, support will be provided in the form of induction sessions. Assessments are completed using the Bell Foundation Assessment. Initial sessions will focus on practical, everyday English that is needed for everyday school life, such as lunch, toilet, pencil etc. During the induction period, typically lasting six weeks but varying dependent on pupils' progress, pupils will still take part learning within their classroom, but teachers will be aware of the child's lack of understanding and language and support as necessary. In-class support and small group work is utilised as soon as the pupil starts to ensure that the pupil is integrated into the class as quickly as possible.

Other methods of support that the school will provide, include:

- pre-teaching of key vocabulary, using picture prompts and if appropriate the child's home language
- use of translation tools to support understanding
- time for a child to engage in learning with their home language – access to books, use of technology to support, access to support where their home language is spoken, if possible

### **4. Inclusion**

The school utilises a strategy of inclusion, and the positive and effective use of language.

The strategy includes the following principles:

- there is an understanding throughout the school, for both staff and pupils, that a limited knowledge of English does not reflect a lack of ability or knowledge. Appreciating a pupil's ability to speak their own first language is essential for building their confidence and self-esteem
- the language development of pupils is the responsibility of the entire school community
- mainstream and support departments will work together to ensure optimal outcomes are achieved
- diversity will be valued, and classrooms will be socially inclusive
- teachers will be knowledgeable about pupils' abilities in English and use their knowledge to inform lesson planning and schemes of work may be rewritten to accommodate low levels of English, whilst maintaining the subject content and level of challenge
- where large groups of pupils with EAL speak the same language, the school encourages wider integration to promote inclusion and to improve pupils' understanding of English

### **5. Initial Assessments**

When pupils first join the school, they will undertake a timely initial assessment to gauge pupils' English abilities in an informal manner that does not make the pupil feel isolated or inferior.

The assessment will be carried out using the Bell Foundation materials.

[EAL Assessment Framework – Primary - The Bell Foundation \(bell-foundation.org.uk\)](http://bell-foundation.org.uk)

Initial assessments are carried out by the EAL lead or an adult who has been supported by the EAL lead, and completed assessments are held on the pupil's profile.

Teachers of the pupil will use the assessment to inform their teaching and lesson planning. The pupil and their parents may view the assessment at any time.

## **6. Classroom Practice**

Teachers have high expectations of all pupils.

Classroom activities will be matched to pupils' needs and abilities with visual supports being utilised where possible.

Teachers will consider common misconceptions and language barriers, such as reading '3 x 3', where 'x' is read as the letter, not a function and clarify meanings accordingly.

Where possible, the following practices will be utilised to improve pupils' literacy:

- utilisation of the pupil's first language expertise
- the provision of writing frames
- the use of props

Language skills will be developed through:

- collaborative activities involving spoken communication
- feedback opportunities and conversations
- good models provided by peers

Active participation will be encouraged by:

- grouping pupils in mixed ability groups to develop language skill
- 'expert' readers and writers present in each group to provide assistance and model language

Classroom displays will reflect cultural and linguistic diversity, where appropriate.

Assessment methods will allow pupils to show what they can do in all curriculum areas.

Bilingual dictionaries are available to aid pupils with EAL, and dual language textbooks are available and used where possible.

Prior to any private tuition or one-to-one support, the pupil is informed of the purpose of the session and the objectives.

## **7. Access to the Curriculum**

The needs of pupils with EAL are considered by teachers when planning lessons. When planning lessons, teachers will ensure that:

- the language and learning demands of the curriculum are analysed and support is provided
- visual support is utilised to provide greater understanding of key concepts
- there are opportunities for pupils to use their first language in the classroom
- the support requirements of pupils with EAL are identified and the support is made available

## **8. Working with Parents**

Liaison with parents is vital to the creation of a strong home and school partnership, which can ensure the development of pupils with EAL. To aid this partnership, the school will:

- actively seek to put parents at ease by providing a welcoming environment conducive to productive discussions
- provide interpreters for meetings when needed
- ensure the language used in letters to parents is clear and straightforward
- where appropriate, have teachers read through the letter with pupils before sending the letter home, to ensure the message is clear
- where necessary, ensure translations of school documents are carried out and provided to parents of pupils with EAL
- encourage parents to use the translate function on the schools chosen communication tool, Seesaw
- encourage parents to attend parents' evenings and participate in school functions.
- invite parents to school to help with class activities, such as class outings, where appropriate
- encourage parents to become involved with homework through shared reading schemes and language-based homework
- plan activities in a way that ensures they do not clash with religious/community commitments

## **9. Pupils with SEND**

A child is not regarded to have SEND solely because their home language is different from the language in which they are taught at school.

A proportion of pupils with EAL may have one or more types of SEND and it is imperative that this is identified at an early stage. Assessments of SEN of pupils with EAL will involve EAL specialists along with SEND specialists.

Where appropriate, the school will arrange an assessment in the child's first language and SEND support will be decided on an individual basis in the manner outlined within the school's Special Educational Needs and Disabilities (SEND) Policy.

The school will ensure that the parents or carers of a pupil with SEND are not prevented from presenting their views throughout the process and are clearly informed at every stage.

## **10. Monitoring and Review**

This policy will be reviewed by the Headteacher annually. The next review of this policy is shown on the front cover of this policy.