



International School of Budapest EAL POLICY 2020-2021

Smart education. Smart life.

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International School of Budapest aims to produce responsible students who are capable learners, thinkers, and global citizens. We provide a safe, friendly learning environment where all children are welcome, we celebrate all cultures, and we are an integrated part of the educational community in Hungary. We offer high quality teaching, child-centered curriculum, and a social community for students, parents and teachers.

We strive to help each child do their best and learn to the best of their ability. One means by which this is accomplished is through our EAL – English as an Additional Language - department.

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EAL Overview

English as an Additional Language (EAL) is a paid program at ISB which supports students who struggle in subject classes taught in English. The EAL department works closely with subject teachers in order to support EAL pupils with maximum knowledge of and consistency with what is taught in our unique bilingual and international curricula. Both the EAL department and subject teachers monitor the progress of pupils in the EAL program. This enables us to concentrate on each student’s specific needs and weaknesses so they may join the mainstream classes as soon as possible.

Functions of EAL

- 1) to teach English (grammar, spelling, vocabulary, punctuation, reading and writing strategies, formal and informal conversation, and academic writing)

2) to pre-teach and re-teach the same material taught in English language at a slower speed, with simpler vocabulary, and with more one-on-one explanation and support

Aims of EAL

ISB's EAL program aims to ensure that EAL pupils:

- Become confident enough to participate in all classes taught in English
- Develop fluency in all areas of English
- Gain full access to ISB's English curriculum
- Develop an appropriate understanding of written language
- Produce appropriate written language
- Acquire subject-specific vocabulary

Admissions to ISB with Conditional EAL

Interview Before Admission

All applicants to ISB are subject to an interview with the relevant Vice Principal and a member of the EAL department. The interview serves as an informal estimation of oral English ability. As ISB is a certified Cambridge English School, our entry test, placement test, and exit test are provided by Cambridge. From September 2020, ISB administers Cambridge English Placement Tests (CEPT) for all new applicants and for students within the EAL program. This placement test is not pass/fail; rather, it allows ISB to identify the strengths and weaknesses of a pupil's English skills. The CEPT is administered in a 30-minute period at ISB by a member of the EAL department.

Written Assessments Before Admission

We may use additional assessments, though the CEPT is the foremost assessment. For a sample of additional primary assessments, click [here](#). Additionally, we use a reading level assessment website ReadTheory.org which is accessed by an EAL teacher on assessment/open days. Middle and high school applicants may also be given a grammar assessment in the form of an online worksheet in the case that an applicant cannot come



to the school in person because of COVID-19 restrictions or for any other reason.

Conditional Acceptance

Some students are accepted to ISB only with the condition of four or eight hours of EAL support. These students' English levels are not the same level as their grade. In order to optimize their learning experience at ISB, they are required to participate in the EAL program until they reach a similar level of English as their classmates. They are continually taught, monitored, and tested by the EAL department.

EAL Exceptions at ISB

EAL at ISB begins in grade 2. Students in grade 1 are monitored and assessed by their teachers and Vice Principal throughout the year. At the end of grade 1, those teachers make their EAL recommendations to the EAL department, who will then administer placement tests to determine each child's needs.

EAL support is integrated into the English-heavy curriculum of our unique Pre-IB year, as those students have at least 16 English language lessons per week. The fee for Pre-IB year includes all EAL costs.

EAL support is not offered to IB students, as they must have C1 level of English to be accepted into the IB program.

Identification: how do we determine who needs EAL support?

EAL students are identified in the following ways:

- Parent declaration on student application to ISB
- Low verbal score on CEPT (less than 30 for primary school, less than 35 for middle school, less than 40 for high school).
- Pupil or parental concern after attending classes
- Teacher concern based on verbal or written work of new students

All concerns from parents, teachers, or students warrant an investigation by the

EAL department in order to intervene as soon as possible and provide the necessary support. Parents, however, can not choose when to withdraw their students from EAL if the child is required to participate in EAL by conditional acceptance to International School of Budapest.

Points earned on the CEPT correspond to the Central European Framework language levels according to the scale below:

CEFR Level	CEPT Score
Below A1	0-9
A1	10-19
A2	20-29
B1	30-39
B2	40-49
C1 and above	50

Types of EAL Provision

It is important for ISB to meet the needs of EAL students on an individual basis. We customize EAL support for each student as much as scheduling allows. ISB offers EAL provision in five forms:

- Pull-out lessons
- Push-in lessons
- Correction code for written assignments
- Material modification
- Assessment assistance



Pull-out Lessons (Primary, Middle, and High School)

Pull-out lessons are taught in specialized EAL classrooms in the main building for a maximum of eight students, though these lessons usually have between three and six students. Pull-out lessons include grammar, vocabulary, speaking, reading and writing, as well as homework/project support for academic classes.

This is the most intensive and comprehensive EAL provision offered at ISB. Pull-out lessons are extremely effective for students who are either new to English or new to classes taught in English.

Push-in Lessons (Primary, Middle, and High School)

Push-in lessons are offered for a maximum of four students per group. In these unique lessons, an experienced EAL teacher joins one to four EAL students in subject classes while the subject teacher teaches as usual. This is most often done in ELL (English Language Learning) classes.

The EAL teacher acts like a teaching assistant for only the EAL students in the room. The EAL teacher is responsible for making sure each EAL student can access the material being taught, participate, and complete assignments in the lessons.

In certain situations, push-in lessons are more beneficial in social studies or science lessons. In those instances, push-in lessons are arranged by the EAL department, the Vice Principal, and the subject teachers.

Correction Code for Written Assignments (Middle School and High School)

EAL students whose oral English (speaking and listening) is at the appropriate level but who require support with written assignments are

offered EAL in the form of giving feedback on written assignments before they are submitted for grading by subject teachers.

An experienced EAL teacher will apply a correction code to a student's work, which tells the student what a problem is with a sentence or word, but does not edit the work for the student. The student must then find a different way of expressing himself/herself following the advice of the correction code. This feedback is given on Microsoft Teams with the collaboration of ELL and social studies teachers.

The EAL teacher also meets with these students, either on Teams or in person, to discuss the feedback. Written feedback is only offered to middle and high school students and constitutes four hours of EAL support per week. Students who receive Correction Code EAL are neither pulled out of classes nor joined by an EAL professional in classes.

Materials Modification (Primary, Middle School and High School)

EAL teachers are given texts, worksheets, projects, and assignments by subject teachers in advance so that they may offer suggestions on how these materials can be modified to be accessible to students whose English may limit their participation and the quality of their work. EAL teachers also have the option to modify materials on their own to use in pull-out lessons.

These modifications include but are not limited to: simplifying language, providing model answers, adding a glossary of terms necessary to complete the task, modifying handouts and PowerPoint presentations. This is done in collaboration with the ELL, social studies, and science teachers.

*The ISB EAL department does not support EAL students in art, music, PE, foreign language, or mathematics classes.



Assessment Assistance (Primary, Middle, and High School)

Students enrolled in EAL are entitled to support on quizzes, tests, and exams in class. Assessment assistance is not automatic, but it can be requested by a subject teacher, student, or parent if a student's English level prevents understanding of test questions or answers despite familiarity with the subject matter. An EAL teacher may read test questions aloud, explain vocabulary used in a question or in multiple choice answers, discuss an open-response question with a student before their response, or in rare cases, simplify the language of the questions on a quiz or test.

Students enrolled in EAL may take the Cambridge examination prescribed for students one grade lower and they have the option of taking an ESL Cambridge examination instead of a mainstream ELL examination.

How else does the EAL department support the rest of the school?

EAL Staff

The EAL department is comprised of three full-time teachers: one teacher for primary, one for middle school, and one for high school, as well as one part-time teacher to offer additional lessons as required. Vice Principals and native English-speaking teachers are used as emergency substitutes for EAL push-in lessons.

We support ISB Teaching Staff

Since ISB is both an international school a bilingual school, every teacher is a language teacher. We aim to have all teachers include effective language-teaching strategies in every classroom. This is accomplished in through push-in lessons, materials modification, workshops for teachers, and weekly collaborative planning.

Workshops

To support staff in their teaching of EAL students, the EAL department provides teacher workshops on required training days each semester. These workshops are planned and presented by the Head of EAL and EAL teachers from primary, middle, and high school. The aims of these workshops are to generate or maintain an awareness of EAL pupils' needs, to maximize inclusion of EAL pupils in the non-EAL classroom, and to provide concrete methods of creating an EAL-accessible classroom, especially pertaining to subject-specific vocabulary and concepts.

Planning Together

Primary School

EAL teachers join ELL department meetings every week. It is the responsibility of the EAL department to offer suggestions on how to make the mainstream ELL classroom maximally accessible to all students in the room. This happens through the suggestion of ICQs (instruction checking questions), CCQs (concept checking questions), modified materials, spelling words of the week, key vocabulary, inclusive activities, and differentiation methods. EAL plans coincide with ELL plans because all classes are based on schemes of work provided by Cambridge to all Cambridge schools.

Middle and High School

EAL teachers join ELL department meetings every week. They are made aware of all upcoming assignments and devise weekly plans to enable EAL students to complete all tasks successfully. This includes written work, projects, presentations, and assessment.



For pull-out lessons, the EAL department plans independently of ELL classes, as the priority is language acquisition in EAL. The EAL department does cover many of the same topics as the ELL teachers, although it is not as thorough.

Monitoring

EAL students are actively monitored both by EAL teachers and subject teachers daily. EAL lessons which focus on grammar points and vocabulary are adjusted based on the needs of each student and the needs of the EAL group. All EAL classes, whether push-in or pull-out, incorporate the same material taught in ELL classes, and in some cases, science and social studies material are also pre-taught and re-taught.

Throughout the school year, EAL students will be assessed with CEPT, while their progressed tracked with the Bell Foundation's award-winning EAL Assessment Framework for Schools (Version 2.0) and new digital EAL Assessment Tracker which is available [here](#).

Students enrolled in ISB's EAL program are also placed within the European Common Framework, the guide for which is accessible [here](#). Academic success at ISB necessitates an absolute minimum English level of B1 in primary and middle school. The rigorous curriculum of IGCSE in high school necessitates a minimum English level of B2.

School attendance of EAL students is also monitored to ensure that EAL pupils are both attending school and achieving at a level commensurate with other pupils.

Curriculum

The EAL curriculum is based on the materials and ESL exam requirements of the Cambridge exams and their correlating CEFR levels. We also incorporate additional materials including online worksheets, videos, pop culture, current events, and customized material developed by EAL teachers based on materials taught in ELL, history, and science classes.



Online Register – eKRETA

ISB fulfills the Hungarian government requirement of logging all lessons in [eKreta](#). Parents may check their child's/children's progress in all subjects, including EAL, on the online register. Monthly grades, mostly based on participation and effort, are added to eKreta by all EAL teachers. There are also comments for each monthly grade.

Additionally, parents may arrange appointments with EAL teachers or the Head of EAL throughout the year to maintain an awareness of pupil progress via eKreta or by emailing EAL@isb.hu.

Important! What about other foreign languages?

Middle and high school students who require eight hours of EAL pull-out support are neither required nor recommended to take German or Spanish lessons. EAL lessons are scheduled at the same time as German and Spanish lessons so that pupils can focus on improving their English skills. Additionally, this scheduling allows students to join the mainstream ELL classes two times per week.

International students are required to take Hungarian as a Second Language through grade 8.

Reducing EAL support

When a student's progress and performance indicate strides in language acquisition, they will be discussed in a meeting with all of their teachers. If there is a consensus that a student might be ready to join some of the mainstream ELL classes, the student will be given a CEPT.

Placement tests are only given at the beginning of a semester (first week of every semester) and the end of a semester (last week of a semester). Those are the only times of year when a student will be considered for EAL reduction or exit. This is done for

several reasons, including scheduling, avoiding disruption of a ELL class, ease of transition for the teacher, classmates, and student, and availability of CEPTs throughout the year.

Exiting EAL: Primary

Children may exit EAL if they are able to access the English mainstream curriculum. This is assessed by the EAL department based on:

- A successful Cambridge English Placement Test (B1 or higher for primary)
- A reading level which is not more than one grade level lower than expected
- The approval of all subject teachers
- The approval of the relevant EAL teacher
- The approval of the Vice Principal

It is understood that writing will, in most cases, be below age expectations but this would not prevent a child returning to mainstream classes, providing they have adequate vocabulary and phonics to communicate in the written form.

Before a child joins regular classes, a meeting will be held with the class teacher. An agreement will be reached before communicating to parents via email or face-to-face meeting.

When a child exits EAL, they will receive a certificate in class or in an assembly (in person or virtually) to celebrate their language learning journey.

Exiting EAL: Secondary

Middle and High School students may exit EAL if they are able to access the English mainstream curriculum. This is assessed by the EAL department based on:

- A successful Cambridge English Placement Test (B2 or higher for secondary)
- A reading level which is not more than one grade level lower than expected
- The approval of all subject teachers

- The approval of the relevant EAL teacher
- The approval of the Vice Principal

English teachers are continuously consulted and students' CEFR level test, a written assessment and other results are presented and discussed. Parents will be notified of this decision.

Maximum EAL and Optional EAL

ISB has set a maximum of four semesters of required EAL support per child. In most cases, a child should be able to catch up to his/her classmates in at least speaking, listening, and reading. In some instances, a student or parent may wish to continue receiving EAL support after the required four semesters. This is sometimes the case when a student still needs a tutor for academic support. ISB allows the option of two additional semesters, at regular cost, for any EAL students who choose to remain in the EAL program. Six semesters of EAL support is the absolute maximum allowed at ISB.

Integration into Mainstream Classes

Students who exit the EAL program successfully are still monitored by the subject teachers and EAL department. If there is any concern, parents are contacted and a customized plan is devised for each student.

EAL Fee

English as an Additional Language (EAL) is a paid program at ISB. Parents may obtain information about the valid EAL fee by visiting the school's website or the parental interface operated on the school's website regardless of their naming. The EAL fee must be paid in two installments until 1st October and 1st February to the school's bank account number HU 13 1160 0006 0000 0000 4662 1096 via electronic transfer, and the comment field must feature the child's name and the invoice number shown on the invoice. If the child's student relationship is terminated for any reason whatsoever, the school shall refund the pro-rata EAL fee within 30 days of termination.