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**POLICY STATEMENT**

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| Policy | EFL Department Resources policy |
| OFSTED Standard No |  |
| School Department  | Teaching, Learning and Assessment |

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| Date Written | 5th April 2017 |
| Written by | G Sutton |
| Approved by | G Sutton |
| Date of Approval | 5th April 2017 |
| Next major review date | 5th April 2018 |
| Location and disseminations | A copy of the policy can be found, in the school admin office and on the school website.  |
| The context of the policy and its relationship to other policies  | This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding. |

EFL Department Resources policy

The EFL Department aims to provide both teachers and learners with the equipment necessary to enable the delivery of quality courses. We acknowledge that it is essential to integrate Information Technology into our teaching as far as possible, and encourage or learners to explore online resources and to take advantage of online self access materials. Classes are timetabled into the ICT room and students are encouraged to familiarise themselves with the wealth of language learning resources available, such as BC’s Learn English and the BBC’s Learning English.

The Head of ESOL stresses that it is vital that teachers do not leave resources unattended where they can be damaged, and to that end some resources are stored in room MA8, where passing student traffic is at a minimum. Audio CDs and DVDs are stored in GF’s office, locked in classrooms.

Key resources (including Teachers’ books, reference materials and publications) are stored on the shelves in MA8 and MA3.

The Head of ESOL strongly advocates the use of mini whiteboards in classroom teaching, has made class sets available to all teachers, and has modelled use in in-house training sessions.