

## ENGLISH ONLY

### POLICY STATEMENT

Discover English is an English Only environment. The policy of speaking English Only whilst on campus is actively enforced by all staff amongst students, staff and visitors with the primary goal of assisting students to meet their English language learning goals. The policy reflects our beliefs that:

- Immersion in an English Only environment facilitates students' English language development enabling our students to improve their English language skills more quickly.
- English Only allows for inclusion, encouraging students to interact with all their peers and build friendships with students from other classes and different language backgrounds.
- Supporting and encouraging students to take every opportunity to practice using their English will assist in building their confidence communicating in English so that it becomes easier and more natural for them to do so outside of the school environment.

### SPECIFIC DETAILS

1. All staff members, both academic and administrative, are required to adhere to and enforce the English Only policy at all times on campus\*, including break-out areas, toilets, student lounge and outdoor deck.
2. Students who speak a language other than English will be asked by staff to leave the campus immediately\*\*.
3. Students who are asked to leave the campus as a result of speaking a language other than English will be marked absent for any class time missed as a result.
4. Having asked a student to leave the campus, staff members will advise the class teacher to mark the student as absent and to send the student to reception for follow up should they try to return to class.
5. Staff members who speak in languages other than English will be required to meet with their direct line manager in relation to adhering to the college policies and procedures.
6. Staff who refuse to follow college policy and procedure may receive a formal warning and/or further disciplinary measures including possible termination of any current or future employment opportunities within the college.

\*Administrative staff may use languages other than English when in the Staff Only areas or counseling room speaking to external agents or in cases of special circumstances where a student is under stress/duress.

\*\*Students may request the use of a private counseling room to speak in their mother tongue with family via Skype or similar or for a counseling session in their language with a staff member, education agent or similar.

### PROCEDURE STATEMENT

1. All students are made aware of the English Only policy prior to enrolment via their education agent, marketing materials and/or college staff.
2. All students are required to sign both an application form and commencement declaration indicating that they understand and agree to adhere to the English Only policy whilst on campus.

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3. All staff members are made aware of the English Only policy at the time of employment and, as per all other college policies and procedures, are required to adhere to and follow the policy at all times regardless of personal beliefs or opinions.
4. All staff members sign a code of conduct agreeing to adhere to all college policies and procedures at the time of employment.
5. The campus will be regularly patrolled by administrative staff before and after class sessions and during the break times.
6. During class, teachers are to ask any student who speaks a language other than English to leave the class, and campus immediately and mark the student absent for that session and any subsequent sessions that day.
7. Outside of class, all staff members, including teachers, are to ask any student speaking a language other than English to leave the campus immediately, ask for the student's name and class and inform the student's class teacher to mark the student absent for any subsequent class sessions that day.
8. Class teachers are not to allow students back into class who have been sent off campus by another member of staff.

#### RELATED DOCUMENTS

FOAD009 Application Form  
FOAD015 Commencement Declaration  
FOAD073 Teaching Staff Code of Conduct  
FOAD074 EMT and Administrative Staff Code of Conduct