

## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### Teaching and Learning Policy

Class syllabuses at IH Manchester are based on the following core beliefs:

- Learning a language happens best through real communication.
- Learning happens best when classes are learning-centred with a focus on learners’ interests, wants and needs.
- Learning a language requires the noticing of natural, high-frequency, multi-word lexical units.
- Learning a language means not only knowing it, but being able to use it when it is needed.
- Learning is a two-way process and learners’ feedback should be listened to, reflected on and acted upon.
- Classes should help students become independent learners, so they have the skills to continue to improve after they have left the school.

In light of the beliefs above, in classrooms at International House Manchester, teachers will:

- **Set suitable aims and objectives for each class based on the needs of the group.** These will be written on the board at the start of each class, so each student is clear about the purpose of the class and will, therefore be better able to measure his or her progress. A plan of the week’s classes will also be shared with students. During lessons, plenaries will determine whether these aims have been met.
- **Present language in clear contexts and situations supported with real life and relevant examples.** We believe that learning English means being able to use it when you need it. We want students to understand English grammar, but more importantly we want students to be able to use it.
- **Use the target language only** (unless there are solid pedagogical reasons for the inclusion of students’ L1), **systematically building on what students already know.** Primacy will be given to the teaching of natural, high frequency, lexis. Teachers will help students to recognise multi-word units like collocations, phrasal verbs and fixed expressions and support them to use these when speaking or writing. Emergent vocabulary should be noted on the board in a systematic fashion.
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- **Integrate features of pronunciation in all lessons.** This can be done in a variety of ways such as marking boarded vocabulary for features of pronunciation or the consistent use of drilling.
- **Be open to the opinions of the students.** Students should feel comfortable coming to the teacher at appropriate times with issues, concerns and questions.
- **Set homework** to consolidate, review and extend teaching and learning that has taken place during each lesson.
- **Encourage and support students to experience and use English outside the classroom** and demonstrate ways to continue learning after the course.
- **Encourage students to take notes and organise their materials**, making sure all students have a record of their work. Students who do not have appropriate classroom materials such as notebooks or files should be counseled.
- **Be sensitive to personalities, personal motivations, cultural differences, job requirements, exam goals and individual needs** in planning, teaching and all dealings with students.

**In addition, at International House Manchester, students are expected to:**

- **Participate fully** in excursions, work visits and social activities, so making the most from their stay.
- Work in pairs, groups, and individually to **practise** recently taught language in a variety of practice activities.
- Demonstrate **consistent use** of the majority of language points detailed in the relevant CEFR level descriptors before changing level.
- **Use English only** inside and outside the class while in school.
- Consolidate and build upon what has been taught in class through **completing homework tasks** and using English outside the classroom.
- **Be sensitive** to other students' personalities, cultural differences and individual needs in the class.