

MSE: POLICY ON TEACHING AND LEARNING

1 ENGLISH LANGUAGE COURSES

The four main aims are:

- To improve performance in speaking, listening, reading and writing
- To increase awareness of the language systems of grammar, vocabulary and pronunciation
- To increase awareness of strategies for self-study during and after your course
- To develop students' ability to evaluate their own performance and progress in English

Syllabuses

All English language programmes at Mayfair School of English run on a continuous enrolment basis. You may start your course on any Monday (except Public Holidays). All programmes follow a 12-week course based on selected course books at the appropriate level. Student progress is supported and monitored in a variety of ways including regular tutorials and homework.

General English

Mayfair School of English offers General English courses which help you to communicate more effectively and confidently and to improve your speaking and listening skills. We want you to get the most out of your time in London so our programmes provide you with a balance of language input and practice which prepare you for communication in a variety of everyday situations. Of course, we also cover grammar, reading and writing on these courses and the flexible syllabus means that our tutors can plan each week according to your needs. With an average of 10 students per class (minimum 5, maximum 18) you will receive lots of individual attention but also have lots of opportunities to practise new language with other students.

Long-term courses (44 weeks)

On our long-term (44 week) courses, you will benefit from long-term language study while immersed in British life and culture. You can adapt your course to suit your personal needs by including exam preparation courses to help you get ready for university or employment. This programme is based on the British university timetable with three 12-week terms of study separated by holidays to be taken at fixed times. You will also benefit from being able to attend our free skills classes (Conversation Class and Pronunciation Class) during your holidays as well as our Social Programme events where you can practise your English.

Other courses

For information on exam preparation, business courses and one-to-one tuition please speak to a member of staff in Reception or to the Director of Studies.

2 TEACHING AND LEARNING RESOURCES

Mayfair School of English is committed to providing both staff and students with the best possible teaching and learning resources to support its teaching.

To this end, the management of the school collects reviews from both staff and students on a regular basis in which their views are sought on the quality of resources available within the school. Resources are discussed in the teacher's weekly meeting as well as suggestions for improvements. A questionnaire reviewing course books is completed by the teachers at the end of each term. Feedback from these consultations is reviewed by management on a regular basis and, as part of its ongoing development planning, action is taken or scheduled to respond to feedback where practicable to improve the learning environment.

Learning resources within the classroom:

The learning resources available within its 5 classrooms are as follows:

- Interactive whiteboards (in 3 rooms) and projectors in all rooms. All teaching staff and students given training in the use of interactive whiteboards.
- Mini whiteboards.

Learning resources outside the classroom:

To complement learning and add value to students' courses in line with the Mission Statement, the school provides:

- A quiet self-study area at any one time; rooms used for this purpose are rotated on a weekly basis and are advertised on school notice boards. Additional seating outside classrooms is available for quiet self-study during lesson times. Information on self-study rooms can also be obtained in Reception.
- Free skills classes in Grammar, Pronunciation and Conversation plus Reading workshops are available to all students in the school on a weekly basis to complement lessons.
- A free graded readers and DVD lending library is available to all students.
- A bank of digital resources with links to reading materials(both free and to purchase), study skills and listening practise is available on the school Scoopit page.

The Academic Management team regularly meet with representatives of leading publishers and will also respond to requests from teachers to find new material that they would like the school to purchase.

Similarly, contributions for the student self-access library and e-book catalogue from teachers are regularly invited in order to build a substantial and up-to-date resource base for teachers.

Feedback on our core course books is always welcome and should teachers wish the school to either adopt a new series or drop a series which they feel no longer meets our requirements then they are encouraged to inform the Academic Management or mention it at the next teachers' meeting.