



Policy for timetabling and timekeeping

Leeds English Language School provides timetabled classes and additional learning opportunities through ILP study periods, free study skills and exam skills classes, free classes with trainee teachers, homework, ILP work as well as trips and activities. The school expects all students to attend all classes in a timely manner.

The timetable is as follows for full time courses:

Monday to Thursday: 09.00 to 10.30; 10.45 to 12.15; 13.00 to 14.30. Students on 15 hour per week courses finish at 12.15. All classes finish at 12.15 on Fridays. Students are encouraged to work on their ILPs from 14.40 when a teacher is available to help. Students are told about this ILP study period during initial placement testing, in education induction sessions, in weekly email news bulletins, on posters throughout the school and in individual consultations with students.

The school expects students to attend every lesson. In cases where a student cannot attend for any reason we ask that the student calls the school to explain why s/he cannot attend.

If a student arrives more than 5 minutes late for a lesson they are marked as 'late' on the register. If a student arrives 20 minutes or more late they will only be allowed into the class at the teacher's discretion.

The school runs 4 or 5 free lessons in each 10 week term on aspects of learner autonomy and exam skills. Students are encouraged to attend these through reminders from the Academic Management Team / teachers and posters in school and a weekly e-newsletter.

We run additional free lessons as part of the Leeds English Language School Trinity Cert TESOL course for up to 28 weeks of the year. Students are encouraged to join these or take part in the individual learner profile with trainee teachers. Posters in school advertise the lessons and potential learner profile students are picked by the teacher trainers from students who we are confident will be reliable and attend the required meetings.

In addition to our normal classes, we also run free IELTS preparation and FCE courses, subject to demand and spaces on the course. Students will only be allowed to join these courses if their teachers believe it is not detrimental to their progress in the full-time course for which they have paid.