

**CJD International School Braunschweig-Wolfsburg  
Language Policy**

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## **Mission & Purpose**

Language is a key gateway or method through which our students can participate in the learning process. Moreover, communication through language is the tool by which learners access knowledge, obtain new skills, as well as nurture relationships and ultimately reach their potential.

We acknowledge the need and organizational responsibility to use language learning to help all students succeed academically and socially. In doing so, we ensure that the learners in our care will be able to grow as individual learners and global citizens.

## **Language Policy Overview**

The CJD International School Braunschweig-Wolfsburg (CJD ISBW) seeks to enable students to function as international citizens developing the capacity to speak in more than one language. The language policy is comprehensive and includes the twin goals of mastering a high quality of academic curriculum and acquiring language proficiency for all students. We accomplish this through a variety of language courses (both mother tongue and language acquisition), pedagogical approaches and learning support. We also acknowledge that all teachers are both language and literacy teachers. Language learning is a collective, whole school effort. Therefore, teachers need to collaboratively plan and integrate language development goals into all subject units and lessons.

The goal of our Language courses is to develop our student's ability to communicate using all language skills (reading, writing, speaking and listening) and achieve a native speaker level of fluency.

On page 10 of this document, there is a copy of the Language Recognition Letter to Parents. All parents will be furnished a copy of the language policy and this letter.

## **English**

English is the medium of instruction and social interaction on our school campus. CJD ISBW offers English courses at different levels to support the needs and abilities of our learners.

## **Admission and English**

The school accepts learners from a wide range of backgrounds and many different levels of fluency in English. The school does not deny entry based on language ability. The goal of the CJD ISBW Admissions Policy & Language Policy is to properly identify the level of language proficiency and get students enrolled in the correct course based on their level of mastery. The school reviews academic records and language certificates to determine the level of mastery.

For admission to the secondary school, CJD ISBW uses several assessment instruments to properly ascertain the level of English language mastery. More specifically, all new students complete an interview with the relevant academic coordinator and are asked to provide a motivational letter (writing sample). In some cases, if the level of mastery is not completely clear, students are asked to complete an online Cambridge English Language Assessment.

## **Language A / 1<sup>st</sup> Language: Mother Tongue**

As some learners will join the CJD ISBW with varying degrees of English and German language proficiency, we will enroll students in different levels of English and German language instruction and assign learning support as needed. The goal for all students, regardless of the level of mastery, is to help them be effective communicators and reach a native speaker level of fluency.

### **English for Primary Level**

The Reception Class, which starts at 4 years of age, introduces the English language. From Year 1 onwards there are English language lessons that meet 5 times per week. Every grade level group offers at least 2 different levels of English language instruction. Additionally, all subjects, with the exception of German, are taught in English. The intention of the programme is to enroll all students in the English for native-speakers course. In some instances, students may not have yet reached a native-speaker level of mastery. In this case, students will be enrolled in English as an Additional Language (EAL). Once a student reaches a near native speaker level of fluency, students will be reassigned to English for native speakers.

### **English for Secondary Level**

English is offered at multiple levels in conjunction with the IB Diploma Programme, Cambridge Lower Secondary and IGCSE Programme. The intention of the lower secondary programme is to nurture and develop the English language abilities of students, so they can hopefully, one day enroll all students in the English (for native-speakers) course. In some instances, students may not have yet reached a native-speaker level of mastery. In this case, students will be enrolled in English as a Second Language (ESL) or English B. For Cambridge Lower Secondary classes, once a student reaches a near natives-speaker level of fluency in English, students will be reassigned to English for native speakers. For the IB Diploma and IGCSE programmes, students will be assigned to an English language course based on their ability for the duration of the 2 year programme. It is our hope that all students registered in the IGCSE ESL and IB English B Diploma programme courses reach a native speaker level of fluency by the time they graduate.

All students in Cambridge IGCSE and Lower Secondary are enrolled in one of two available English language courses that meet 5 lessons per week. Students in the Diploma Programme will generally enroll in either English Language and Literature or English B. IB Courses meet between 3 and 5 lessons per week.

### **German**

As German is the language of the host country and used by a large number of our community members, CJD ISBW supports all learners in German language instruction with the goal of becoming effective communicators. The school offers German Language instruction at multiple levels. It is the hope and intention of the language policy to aid learners in mastering both German and English so that our learners are truly bilingual. German courses are offered from Year 1 to Year 12.

### **German for Primary Level**

In Year 1 and 2, there are 7 German language lessons per week. From Year 3 to Year 5, there are 5 German language lessons per week. Every grade level year group offers at least 2 different levels of German language instruction.

In some instances, students may not have yet reached a native-speaker level of mastery. In this case, students will be enrolled in German as a Foreign Language (GFL). Once a student reaches a near native-speaker level of fluency, students will be reassigned to German for native speakers.

### **Secondary German**

German is offered at multiple levels in conjunction with both the IB Diploma Programme, Cambridge Lower Secondary and IGCSE Programme. Secondary German courses meet between 4 and 6 times per week.

### **Lower Secondary German**

The intention of the lower secondary programme is to nurture and develop the German language abilities of students so that they can be effective communicators. Once a student reaches a near natives-speaker level of fluency in German (in Cambridge Lower Secondary), students will be reassigned to German for native speakers.

### **Upper Secondary: IGCSE & IBDP**

In some instances, students may not have yet reached a native-speaker level of mastery or join our school without being exposed to the German language. In this case, students will be enrolled in German as a Foreign Language (GFL), German B or German Ab Initio. In some instances, students may elect to study an alternative second language instead of German. For IB Diploma students and IGCSE students, students will be assigned to a German language course based on their ability for the duration of the 2 year programme.

### **Chinese & Spanish for Native Speakers in the IBDP**

In some instances, students join our school from Chinese or Spanish speaking countries with limited exposure to English or German. Provided the school has the logistical capacity and faculty, the school will offer School Supported Self Taught Literature SL (SSST) or Language and Literature in Chinese or Spanish in order to fulfill the requirements of the programme and grow in their mastery of their native language.

### **Support for Other Mother Tongue Languages**

It is not uncommon for students to speak a different language at home that is not formally taught at school. For parents and students wishing to continue to develop their ability in a different language, they are recommended to first meet with the relevant academic coordinator to discuss their language learning goals. The coordinator can then direct the parent and student to the right resource based on their desired goals. In the past, this has taken many different forms. For example, some students are advised on external local or virtual programs that offer native speaker support in other languages. Students can also form special groups or clubs at school to practice language and/or teach their language to other members of the school community. Additionally, the school allows the facility to be used to support instruction in other languages by external tutors. Please note that external tutors that teach during the school day are limited based on the number available rooms.

For the IB Diploma Programme, CJD ISBW offers students with other linguistic backgrounds the ability to study in their native language. Students that select a different language will first need to be evaluated by the School Supported Self Taught Language (SSST) Coordinator to determine the suitability of this option. This option can potentially be a good fit for students arriving at CJD ISBW from other countries where neither English nor German is the medium of instruction. Once this option has been selected, the SSST Coordinator will work with the student to outline the curriculum/ programme requirements, assist the student in finding an appropriate, qualified tutor and monitor the student's academic and programme requirements for the 2 year programme.

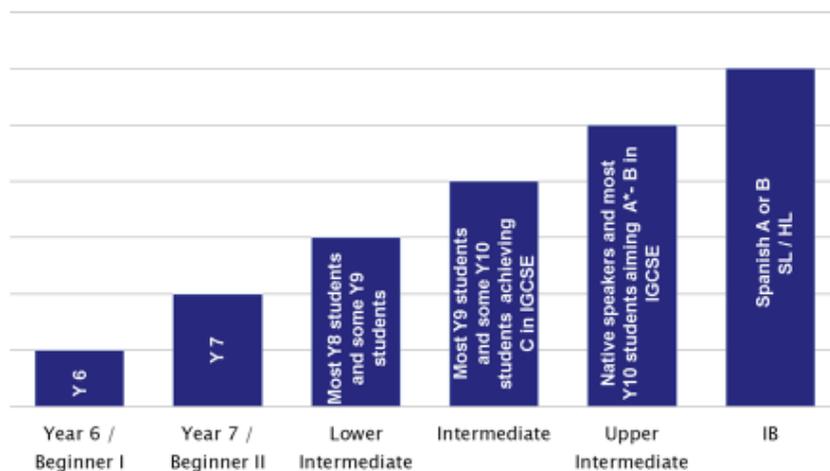
For the IGCSE Programme, students can elect to take their First Language IGCSE Exams. However, prior to registration, the student or parent should meet with the Cambridge Examination Coordinator to determine if the language is offered by Cambridge. Students are supported and get access to learning materials and additional learning support.

## Language Acquisition

Modern Foreign Languages like Spanish and Chinese (Mandarin) are also taught from Year 6 onwards. These foreign languages options also help students to work towards mastery of an additional language. They also promote an appreciation and understanding of the different cultures where Chinese and Spanish are spoken. Spanish and Chinese as a Foreign Language lessons are formally offered 4 lessons per week starting in grade 6. As students progress in their mastery of the subject, they may register for IBDP or IGCSE courses and examinations.

Chinese is also offered as an additional language in the secondary school. They have lessons three times per week. After the end of their second year the students have an opportunity to sit for a language test offered by Hanban (The Chinese Language Council International).

### Language Policy: Spanish as a Foreign Language



## English and German as a Second Language

As stated earlier, CJD ISBW offers both English and German at a variety of levels. As we are an inclusive school that seeks to support our learners based on their individual needs, we also offer English as a Second Language and German as a Foreign Language (ESL and GFL respectively). We hope to develop students as bilingual learners. However, we also acknowledge that students arrive at our school with different levels of mastery and also progress at different speeds. Therefore students may be enrolled in either ESL or GFL courses for any length of time. As students progress in their mastery of language, they may be moved out of ESL and GFL courses to the native-speaker courses. ESL and GFL are offered in both the primary and secondary schools for 4 to 6 lessons per week.

### **Language Resources**

The school provides students (1 - 10) with primary and supplementary learning materials. This may include textbooks, supplementary books, online resources and dictionaries. For the IBDP, students are assigned a booklist.

There is a variety of English & German language resources available in every classroom. The School provides monolingual English dictionaries for use in class. There are also English thesauruses, German / Spanish/ English dictionaries and a selection of English / German language story books and novels appropriate for each age group.

### **Accommodations & Extra Support**

For students with difficulty in English, we offer the Springboard lessons in primary. Additionally, the school also offers both push-in and pull-out support for English and German. Accommodations and extra-support are used based on the needs of the group or individual learners on a case by case basis.

Role of Senior Administration:

- All official documents are in English (& German if requested)
- Support teachers in their delivery of instructions
- Help and support for staff who do not understand German

## **RE: Language Recognition at the International School Braunschweig-Wolfsburg**

Every student is obliged to participate in regular lessons in English First or Additional Language and German First or Second Language allowing them to take their language in the IGCSE exams and continue in the IB DP programme. The transition between the levels is possible.

Most students at the International School participate in English as First Language lessons. As all subjects in school are taught in English, students often need a little more support when they start our programmes. We, therefore, offer English as an Additional Language (Primary) or English as a Second Language (Middle School) to new students that have not yet reached the native speaker level.

Students who want to achieve the IGCSE certificate recognized as the equivalence to the German school leaving certificate at the end of Year 10, need to achieve a grade C or better in the IGCSE English First Language exam.

Students with a good knowledge of German who use the language regularly outside of school, enjoy reading books in German and can communicate fluently can be admitted to the German First Language groups.

Besides German as a First Language, we offer German as a Foreign Language on two levels. The Beginner Group GFL introduces the students to the new language; students get familiar with the basic vocabulary and grammar rules of the German Language. The Advanced GFL group is for students that already have a good command of the German language and can communicate in German. Students of the Advanced GFL group usually sit the IGCSE German as a Foreign Language exam at the end of Year 10.

From Year 6 onwards, students also have lessons in Spanish as a Second Language that is leading to the IGCSE exam in Spanish Second Language at the end of Year 10. This is according to the regulations regarding the recognition of international certificates in Lower Saxony, Germany, fixed by the Ministry of Education.

We are aware of the challenges put on international students who join our school and often have to start one or two foreign languages at the same time. We encourage them to participate in Spanish lessons if possible and try to catch up with their classmates. Furthermore, they should also continue with lessons in their mother tongues.

Parents and a member of the leadership team discuss the language policy and individual possibilities when admitting a student to the school.

In classes with a high number of international students not taking Spanish lessons, the International School may offer separate and supervised Study Times. Parents and students alone are responsible for the student's studies in their mother tongue, arranging a tutor and finding appropriate materials.

If offered by Cambridge, students can take IGCSE exams in their mother tongues at the end of Year 10 which will be recognized as a substitute second language as demanded by the Ministry of Education in Germany for the recognition of IGCSE exams as equivalent to the German Erweiterter Sekundarabschluss 1.

The recognition as a substitute second language is essential for students planning to change to the German educational system at any point in their studies.

**Confirmation:**

I have read the information concerning the language choice other than Spanish for my child

(Name) \_\_\_\_\_ in Year \_\_\_\_\_.

- My child will not study Spanish as a Second Language as offered by the International School.
- I need further information about the recognition of languages in Germany.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date