

# Language Policy

## Whole School Language Policy

*How we Apply a Bilingual Program at Sekolah Bogor Raya, a National Plus School*

## Language Philosophy

After discussion with a cross-section of teachers and administrators from TK to SMP, we decided on the following language philosophy to guide our decisions on language:

**“Language at Sekolah Bogor Raya is the foundation that every other function of the school is built on. From studying about the Ancient Romans to playing dodge-ball at lunch time, language is integral in everything we do.**

**We recognize that EVERY teacher in the school is a language teacher and that good language habits are built from example as well as from formal instruction.**

**We recognize that our students need to be proficient in and enjoy using both English and Bahasa Indonesia and these two languages are considered of equal importance in our school. We aim to develop a school culture that supports freedom of expression, a love of using language, and excellence in language in terms of Speaking and Listening, Reading and Writing, and Presenting and Viewing across the school, both during and outside regular learning hours.”**

## Creation and Purpose of this Policy

### How was the Document Developed?

This policy was developed by a language policy committee of over 30 Sekolah Bogor Raya teachers, level coordinators, subject coordinators and head teachers from Playgroup, Kindergarten, and Primary School level. It was also shown to Junior High management to gain their input. It was discussed and developed in meetings during September and October of 2006.

It was then revisited by a smaller language policy committee from early to mid 2008 and specific action points were created. IN 2011, the policy was once again reviewed by separate collaborative groups of PG-TK, SD, and SMP-SMA teachers and administrators. Data gathering across the school was conducted to form a language profile for the school that included the key requirements from the IBO, Cambridge, and GAC programs;

- The diversity of language needs for learners in the International and National programs.
- The other language needs of the community including legal requirements.
- Current practices relating to language teaching and learning.
- Beliefs held about language teaching and learning.
- Other policies that relate directly to language teaching and learning such as admissions and assessment policies.

This was conducted in the form of interviews with students, teachers, management, and parents.

## **Who are the Stakeholders in the Policy?**

This policy is aimed to clarify the school's policy on language for the following stakeholders in Sekolah Bogor Raya:

1. Teachers (Playgroup, TK, Primary School, Junior High)
2. Parents
3. Middle management
4. The Board of Directors
5. Government bodies and other accreditation bodies
6. Students
7. Other Sekolah Bogor Raya staff

The document will be translated into Bahasa Indonesia and will be added to the school's parent/teacher handbook. Teachers, Middle Management, and the board of Directors will also be provided with a copy.

## **What is the Purpose of this Policy?**

The purpose of the document is to provide a clear set of rules and helpful ideas about language use for all stakeholders in Sekolah Bogor Raya.

## How will the Policy be Reviewed?

The policy will be reviewed by a key group of internal stakeholders (the language steering committee) on a yearly basis by the administration. A small team of key stakeholders will be assembled to review the implementation and effectiveness of the policy every year. This team will be made up of teachers, grade heads and a representative of the board.

## Language Use at Sekolah Bogor Raya

Our languages of instruction are English and Bahasa Indonesia, these languages are considered of equal importance in our curriculum and programs.

However, we take into account the fact that we are based in Indonesia which means that Bahasa Indonesia will be the language students are most often exposed to in their daily lives outside our school. This will make our goal of having students equally proficient in both languages difficult to achieve. The following are our guidelines in order to achieve a balance between our students' mother tongue – normally Bahasa Indonesia, and the school's main language of instruction – English.

## What Languages should be used in Class?

To provide a balance and equality between the languages which takes into account the general home-bias towards Bahasa Indonesia, we use English in the instruction of most subjects.

We also recognize that among our diverse teaching staff, there are teachers in specialist subjects who do not have the appropriate English skills to teach using English and are flexible in allowing those subjects to be taught by and large in Bahasa Indonesia. But all teaching staff are expected to work towards developing a working fluency in English as a key part of their professional and personal development.

With this in mind, our classroom subjects can be split into three categories;

- i) Those that should be conducted **only in English**
- ii) Those that should be conducted **only in Bahasa Indonesia** or a regional dialect, and
- iii) Those that can be conducted in a mix of the two languages if necessary.

Teachers are responsible to remind the students when they have commenced and ended a single-language subject.

English Only	Indonesian Only	Mixed
Art (PG-TK, SD)	Bahasa Indonesia	Art (SMP-SMA)
Economics	Bahasa Sunda	Religion
English (LA, EFL, ESL)	UOI (BI)	Music
Ethics		PE
Health		French
Humanities		Mandarin
ICT		
Library		
Mathematics		
Music Appreciation		
Sex Education		
Social Sciences		
The Sciences		
UOI (LA)		
Vocational/Creative (SMP-SMA)		

## What Role do the Expatriate (Native) Teachers Play in Language Learning?

Every teacher at Sekolah Bogor Raya is a language teacher and our Indonesian teachers are trained to be able to facilitate lessons using a high standard of both English and Indonesian.

We also utilize a small number of native English teachers at the school. These teachers facilitate several classes on a weekly basis and support the Indonesian teachers in terms of professional development, checking English language documents, improving the language used in class and for UOI materials, and teaching skills required for and integrated with the unit of inquiry.

In terms of classroom practice, the expatriate teachers help in planning with the local teachers and discuss which skills, structures, and vocabulary areas will be required for the various activities and assessments in the UOI. They also work together to create assessments that match language standards from the curricular documents.

In the PYP, The expatriate teachers also meet regularly with the classroom teachers to ensure that the correct skills are being addressed and to identify any opportunities for improvement or any weaknesses or student misconceptions that need to be addressed to help the UOI.

## **What Should Teachers Do if Students Are Having Difficulty Understanding?**

Teachers are expected to employ a number of methods using English language to support students who are having difficulty in the subjects. The order of instruction should be as follows;

- Ask students to identify which words or phrases they do not understand
- Try to explain in English using planned words
- Attempt in English a second time, using simplified terms and explaining each difficult term one by one
- Try applying a different methodology such as giving a visual example (drawing)
- Reinforce at the end of the lesson by reviewing the new English terms discussed
- If a large number of students can still not grasp the term, then it can be revisited in a UOI Indonesian lesson. But teachers should not be translating during an English language class.

## **When should Teachers do if they have a student showing difficulty or special educational needs in Language?**

There are a number of strategies that can be used to ensure that new students with poor English can grasp the concepts in class without reducing their English language development.

- Teachers can take direct time after instructing the whole class to explain and if necessary translate to the new student. The teacher may decide on an alternative delivery method – for example a more hands-on teaching method or a more visual approach using picture books.
- Teachers can utilize the second, or assistant, teacher to explain one-on-one to the new student during the lesson (in those classes with more than one teacher).
- The student's peers can explain in a simplified manner to the new student.

Should in class teaching fail to provide the support necessary for the child's development; additional support can be provided. Additional support is conducted outside the normal classroom and gives students the opportunity to focus on language skills outside the normal class

environment with other students who are facing the same issues. This type of instruction is only for a limited time as it requires the student to miss out on valuable class time and progress is reviewed on a monthly basis until the student is ready to rejoin the normal class.

If a student is still having significant difficulties, they may be referred to the school counselor who will apply diagnostic testing to identify and specific problem areas and may make recommendations. If the classroom teacher deems it necessary, the student may be referred to the ESL program, where they will gain ongoing support twice a week from the ESL teacher at certain fixed times.

## **What are the Reasons for the Presence of Bahasa Sunda on the Curriculum and how is it Handled?**

The West Javanese regional authority requires that we teach Bahasa Sunda – a regional dialect – from grade 1. It also requires that we start teaching English at grade 4. To appease the local education board, we did not cancel Bahasa Sunda altogether but instead we start it in grade 4 whereas English starts in grade 1 for the primary years.

Bahasa Sunda is approached from a cultural rather than linguistic perspective – the goal is not linguistic fluency – impossible with a time slot of only 30 minutes per week – but rather an understanding of Sundanese culture including elements such as music, food, dress, and social interaction.

## **What Role does Mandarin Play in the Curriculum?**

Mandarin is included in our curriculum to allow students to gain knowledge of the language and culture of China. Many of our students come from a family of Chinese descent and even those that do not have Chinese ancestry will benefit from learning about the language of Asia's cultural superpower. China is also predicted by many to become the world's largest economy by the time our students enter the working world and as such, a working knowledge of Mandarin could prove invaluable to these children's futures.

At the moment we are in the first stages of moving Mandarin from being solely an extracurricular subject towards implementation in our curriculum. So far, it has not proved possible to integrate Mandarin into our Unit of Inquiry. This is because the nature of this highly complex language means that the students that are currently studying Mandarin (presently grades 1,2, and 3 only) are learning the basics of the characters and very simple vocabulary and grammar. Trying to integrate fully into unit of inquiry would be forced and impossible at this stage of the children's development and might compromise their grasp of the basics. We will be looking for opportunities to integrate the languages as our Mandarin program expands and improves.

In 2010, we made Mandarin an optional subject with an alternative of Speech and Drama for those students who would prefer it. This option must be decided at the beginning of the school and the student should stick with the same option for the full school year. If the student took

Mandarin one year then changes to Speech and Drama in the next year, this is permitted. If the student takes Speech and Drama the first year, but then changed to Mandarin, this is not recommended, as he will have missed the foundation year of the program.

## **What Role does French Play in the Curriculum?**

French is a subject studied from Grade 10 to provide students with a broad understanding of the French language and some insight into French culture.

## **What Language should be used to correct Dangerous or Upsetting Behavior?**

If a child is exhibiting behavior that could endanger other children physically or emotionally, the first priority is that the teacher's advice or reprimand should be understood quickly. The teacher should use whatever language the child will most easily understand in this situation.

## **How Do We Identify Resources for the Library and the Classroom Resource Centers?**

Identifying resources is the responsibility of three parties; the classroom teachers – who are involved in choosing and locating resources that will support their themes and programs. The librarian – who has an overview on developing the TK, SD, and SMP libraries in terms of fiction and non-fiction resources. The school administration and subject heads, who make collaborative decisions about the best resources for school reading sets and any needed textbooks or teacher resource materials. Teachers are free at any stage to put forward suggestions for additional resources and all requests will be weighed up to ensure a fair balance of resources across the school.

## **What Handwriting Standards Do We Apply?**

In K3 and Prep, handwriting is taught as a specific activity. Throughout the SD, it is included as part of the language activities; it is only taught individually if a student's writing is becoming illegible.

## **What Standards Do We Expect at Every Level?**

Our standards are shown in our scope and sequence (PYP) or curriculum documents (IGCSE and GAC) for the language subjects. For Bahasa Indonesia, standards are according to the national curriculum documents (all sets of documents are available upon request).

## **What Opportunities Do We Provide to Involve Parents?**

Parents are an integral part of our student's educational development. Again and again we see that students with a strong grounding at home in English and Bahasa Indonesia will have a much greater impact on performance in the classroom. The teacher needs to support parents in terms of keeping them effectively updated with their child's progress, providing and recommending resources for language development, and preempting any issues that may arise in terms of language development.

## **How Do We Identify the Individual Language Needs of Each Student?**

As well as the entry level test, students are constantly being assessed using both formative and summative assessment. Students are provided with up to date feedback and told about areas in which they can improve their language skills and specific areas to focus on. Individual language needs are focused on by the teacher and sometimes tailor-made and focused activities are provided to target areas that the student and teacher have identified for development.

## **What Strategies Do We Use for Assessment?**

- **Observations** - All students are regularly observed, with the teachers taking notes on not just the individual but also the group and the whole class. Observations include how the groups work together and the roles of participants within the group.
- **Performance Assessments** - Performance Assessment is a measure of assessment based on authentic tasks such as activities, exercises, or problems that require students to show what they can do. Performance tasks often have more than one acceptable solution.
- **Process-Focused Assessment** - The students' transdisciplinary skills are observed and recorded. This may include checklists, inventories and narrative descriptions.
- **Open-ended tasks** - These are situations in which children are asked to communicate an original response. The answer might be a brief written answer, a drawing, a diagram or a solution.
- **Tests/Quizzes** - These assessments provide a snapshot of students' subject specific knowledge.

## **What Language Should be Used During Free Time (Recess and Lunch)?**

Our goal is for our school to be like an English environment; a fully-immersed environment which encourages full use of English throughout the school.



During their free time, students will be encouraged to speak English with their peers and but there will be no negative consequence if they choose not to, we may apply a positive consequence to encourage this desired behavior.

Teachers will also focus on making sure that students use correct and proper English and that they do not mix two languages in the same sentence or phrase.

Teachers will also speak English amongst themselves when in the presence of students i.e. in communal areas such as the lunch area, in an effort to set a good example and stimulate use of English among the children during their free time.

Office boys, Security, and Admin staff should have a basic knowledge of at least simple English terms so that they can interact to some degree with students in English.

Expatriate teachers and staff should have a working knowledge of Bahasa Indonesia so that they can effectively interact with those members of the school community who are not fluent in the primary language of instruction – English.

## **What about During Field Trips and School Events?**

As far as possible, we will try to arrange interesting school trips and visits in English, but we have found that it is not always possible to have all trips conducted in English and that there are a great number of trips for which there are no resources in English. In these cases, it is acceptable to have a trip conducted in Bahasa Indonesia.

School events will be conducted primarily in English but Bahasa Indonesia may be used for important announcements and information to parents.

## **What about Communication with Parents?**

Most letters, news, and other information are sent in English but some very important documents are sent bilingually. Teachers should decide for themselves which language to use when speaking to parents, based on the language easiest understood by those parents.

## **What are the Linguistic Entry Requirements to join SBR?**

If a student wants to join the school from the second semester of Prep level upwards, a written and spoken English test is provided to ensure that the student's English is of a sufficient level to thrive in the English classroom environment. Before the second semester of Prep, there is no entry test.

## **What Special Conditions apply in the National Examination Years (Grade 6, Grade 9, and Grade 12)?**

Starting from the first semester, grade 6, grade 9, and grade 12 students will be preparing for the *Ujian Nasional* (UN). During their preparation for these tests, they will be using Bahasa Indonesia as the primary language of instruction for certain aspects of the curricula but a strong focus should still be put on English language and the students' abilities in English should not suffer during this period. Further details are available from the semester planners for these levels.