

MSE: POLICY ON TEACHING AND LEARNING RESOURCES

In accordance with its *Mission Statement*, Mayfair School of English is committed to providing both staff and students with the best possible teaching and learning resources.

To this end, the management of the school conducts consultations with both staff and students on a regular basis in which their views are sought on the quality of resources available within the school as well as suggestions for improvements. 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 and projectors.
All teaching staff and students given training in the use of interactive whiteboards.

Learning resources outside the classroom:

To complement the above, the school initiated an ongoing upgrade to the learning facilities available to students at its campus outside classroom hours:

- 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.
- Free skills classes in Grammar, Pronunciation and Conversation are available to all students in the school on a weekly basis to complement lessons.
- A free (audio) book, CD and DVD lending library available to all students. A policy of ongoing and continuous improvement implemented by purchasing DVDs for Film Club, with films being added to the lending library once shown.
- Additional seating outside classrooms is available for quiet self-study during lesson times as well as access to a small self-study room.

Teaching resources:

In addition to the above, additions to the above equipment are made on the basis of necessity; however, all requests will be considered and should, in the first instance, be directed to the Academic Management team. Additions to printed/digital material are made on a regular basis

through the Academic Management team, who regularly meet with representatives of leading publishers. In instances where teachers find new material that they would like the school to purchase, they are advised to inform the Academic Management team, who depending on the suitability of the material, and in consultation with the (Managing) Director / Principal will then purchase it on behalf of the school.

Similarly, requests for additions to the student self-access library should be directed to the Academic Management team.

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.

1st January 2017