



**ISE - Intensive School of English Language Limited**

ISE HOVE: 2 The Drive, Hove, East Sussex, BN3 3JA, UK

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## **Book Policy at ISE**

All classes at ISE are coursebook-based and sets of appropriate coursebooks are used in classes or distributed to students. The first workbook is included in the registration fee and any subsequent workbooks must be paid for. When promoted to a new level, students must buy an appropriate workbook. Workbooks for sale are stocked at ISE reception. Any student needing photocopies of workbooks (obtainable from reception) will be charged 5p per copy.

Teachers plan lessons using coursebooks and a range of other materials. Teachers may also photocopy up to and no more than 5% from these books in accordance with The Copyright Licensing Agency regulations.

During lessons, each class the set books, although the teacher may supplement course books from the resources in the staff room, external materials or realia. If there is any query about the appropriateness of materials please refer to the DOS in the first instance.

Students are encouraged to buy grammar books, practice books and dictionaries, which can also be bought from reception.

### **Role of the teacher**

All teachers must ensure that the content of the coursebook and thus the syllabus to be followed is shared with all course participants and must ensure that a copy of the map of the book or contents section is posted prominently in the classroom and is transferred to any new room that the class may move to.

Teachers should refer to this map and give students a copy.

Teachers should also use the checklists, which have been either devised here or extracted from CEFR and ALTE documents, attached to the syllabuses, in order to ensure that appropriate language coverage is achieved. Teachers should also review the checklists and compare them with their lesson plans and coursebooks on a regular basis. Senior staff monitor this process.

An extensive range of supplementary materials, to facilitate coverage of all language systems and items, is kept in the staffroom.

### **Please note**

We do not issue books to the short-term junior courses that run throughout the Summer. Individual and group tailor-made packages that we also cater for may not receive workbooks if a coursebook-based syllabus is not what is required. These programmes usually have customised materials focused on their course aims. Please refer any questions about the policy to any of the senior management team.



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