



Book Policy at ISE

Classes at ISE Brighton are coursebook-based and the first coursebook and workbook are given to new students as part of the registration fee. Any subsequent coursebooks and workbooks must be paid for. In rare circumstances where the books are not included in the registration fee the student must buy these before joining the course. When a student is promoted to a new level or joins a different class, they must buy the appropriate coursebook and workbook in advance. These books can be bought at ISE reception or externally.

Teachers plan lessons using coursebooks and a range of other materials. Except where the material is clearly marked as photocopiable, teachers can also photocopy up to and no more than 5% from these books in accordance with The Copyright Licensing Agency (CLA) regulations.

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.

Where deemed necessary for additional support, students are encouraged to buy grammar books or self-study practice books, 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. Teachers must therefore regularly draw the students' attention to the contents section of the coursebook.

Teachers should use the checklists at the back of their register, which have been either devised or extracted from CEFR and ALTE documents, 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

Individual tuition and closed group courses may not receive books 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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