LANGUAGE POLICY AND PRACTICES

LAMDON MODEL SENIOR SECONDARY SCHOOL
LEH, LADAKH

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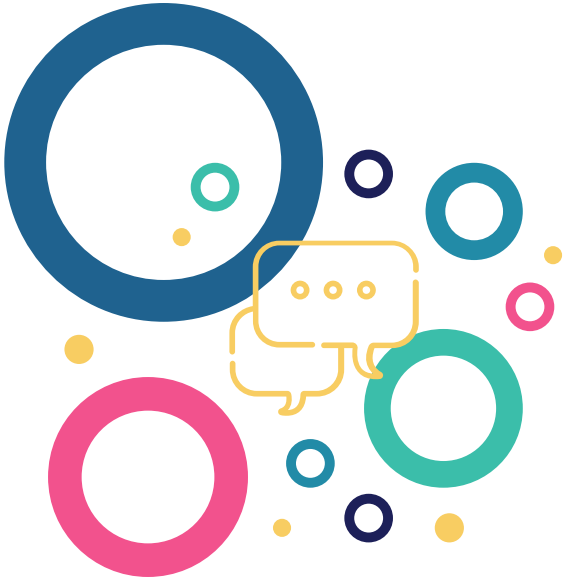


OBJECTIVE

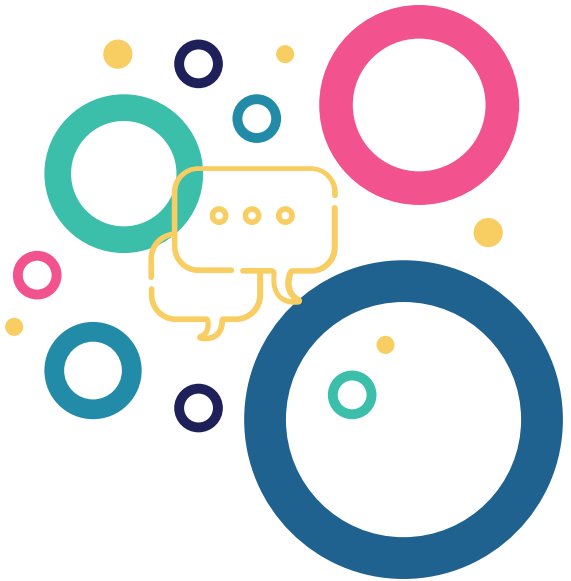
This document endeavours to outline the **systems and strategies** for development of language teaching and learning at Lamdon, underpinning the **values and vision** of the school. It is intended to assist the teachers in **planning and implementation** of language teaching. It aims to prepare the students for the future **challenges and opportunities** in their working life.

LANGUAGE PHILOSOPHY AND GUIDING PRINCIPLES

We believe that language is **elementary** to all learning and is integrated to creativity, curiosity, expression and cognitive development of a child.

Language pervades the **entire curriculum** and therefore a **high standard** for the teaching of languages is necessary. It is not just the responsibility of the language teachers but the **shared responsibility** of the parents, administration, subject teachers as well as the students.

We also strive to ensure that Ladakhi language, **Bhoti**, is taught with equal intensity and enthusiasm as are the other languages.



LANGUAGE PROFILE OF STUDENTS AT LAMDON

Majority of the students being from Ladakh have similar linguistic and cultural background and have **Ladakhi** as their mother tongue/native language.
Most students are second language learners of English and **Hindi**.

English is the principal medium of instruction, followed by Ladakhi and Hindi.
The preferable language in written communication is **English**.

LEARNING GOALS

-Write and learn the alphabets
-Understand the meaning of elementary words
-Listen with enjoyment and respond without hesitation.
-Enjoy participating in activities

-Speak Clearly
-Write in simple sentences
-Listen with enjoyment and ask questions without hesitation.
- Read clearly

-Speak clearly and confidently
-Read with fluency and expression
-Write complex sentences with few mistakes
-Listen and understand properly
-Develop critical thinking

-Speak confidently and fluently
-Write complex sentences using interesting vocabulary with very few mistakes.
-Listen, understand and respond appropriately
- Able to answer critically

-Speak clearly, confidently and fluently.
-Write in a thoughtful and critical way using increasingly complex sentences with near to zero mistakes.
-Listen intently, understand and respond appropriately
-Read a range of more challenging reading material more fluently and independently.

LEARNING ACTIVITIES*

**The list provided under learning activities is not exhaustive. Teachers/Administration can add more innovative and creative activities to enhance students' learning experience*

LEARNING ACTIVITIES

FOCAL AREAS	ACTIVITY	COMPETENCY DEVELOPEMENT	DURATION*
Writing	Creative Writing Assignments This can include, essays, story, journaling, magazine articles, poems, blogs etc.	Communication Collaboration Critical Thinking Creativity	10 days
Writing	Annual Student's Magazine	Communication Collaboration Critical Thinking Creativity	2 Months
Reading/Writing	Summarizing famous books and stories	Communication Collaboration Critical Thinking Creativity	20 days
Reading/Speaking	Reading newspaper articles and report news as a reporter	Communication Collaboration Critical Thinking Creativity	5 days
Listening	Listening to a recorded conversation and point out grammatical etc. mistakes	Communication Collaboration Critical Thinking Creativity	3 days
Listening	Listen to a story/essay and answer questions based on it.	Communication Collaboration Critical Thinking Creativity	3 days

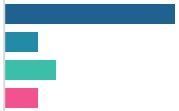
*TENTATIVE DURATION OF PLANNING, IMPLEMENTING, AND EVALUATING THE ACTIVITY

LEARNING ACTIVITIES

FOCAL AREAS	ACTIVITY	COMPETENCY DEVELOPEMENT	DURATION*
Speaking	Role Play	Communication Collaboration Critical Thinking Creativity	10 days
Speaking	Extempore/ Elocution	Communication Collaboration Critical Thinking Creativity	2 Months
Speaking	Debate	Communication Collaboration Critical Thinking Creativity	10 days
Speaking/Listening	Theatre/Street play	Communication Collaboration Critical Thinking Creativity	1 month
Speaking	Sports commentaries	Communication Collaboration Critical Thinking Creativity	5 days
Writing/Listening/ Speaking	Watching Inspirational and meaningful movies and analyzing the story, context and characters	Communication Collaboration Critical Thinking Creativity	7 days

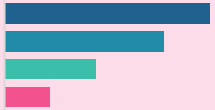
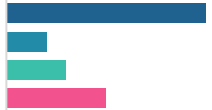
*TENTATIVE DURATION OF PLANNING, IMPLEMENTING, AND EVALUATING THE ACTIVITY

LEARNING ACTIVITIES

FOCAL AREAS	ACTIVITY	COMPETENCY DEVELOPEMENT		DURATION*
Writing	Picture Composition	Communication Collaboration Critical Thinking Creativity		5 days
Varied	Activities based on important dates	Communication Collaboration Critical Thinking Creativity	Varied	Varied
Varied	Online Educational Games and activities. Example sites: https://education.minecraft.net/get-started https://www.cambridgeenglish.org/learning-english/activities-for-learners/?skill=listening&rows=12 https://www.teachingenglish.org.uk/resources	Communication Collaboration Critical Thinking Creativity	Varied	Varied
Speaking	Poem recitation/ Rhyme singing/ Sing a song	Communication Collaboration Critical Thinking Creativity		3 days

*TENTATIVE DURATION OF PLANNING, IMPLEMENTING, AND EVALUATING THE ACTIVITY

LEARNING ACTIVITIES

FOCAL AREAS	ACTIVITY	COMPETENCY DEVELOPEMENT		DURATION*
Listening/Speaking	Quizzes *(This can also involve student preparing and asking quizzes to other students)*	Communication Collaboration Critical Thinking Creativity		10 days
Speaking/Reading	Story Telling	Communication Collaboration Critical Thinking Creativity		5 days
Writing	Translation of other language stories, books, etc.	Communication Collaboration Critical Thinking Creativity		10 days to 2 months
Varied	Activities given in CBSE Activity Calendar	Communication Collaboration Critical Thinking Creativity	Varied	Varied
Varied	Inter Class and Inter House Competitions	Communication Collaboration Critical Thinking Creativity	Varied	Varied
Varied	Participation in National and International Competitions	Communication Collaboration Critical Thinking Creativity	Varied	Varied

*TENTATIVE DURATION OF PLANNING, IMPLEMENTING, AND EVALUATING THE ACTIVITY

ROLE OF TEACHERS

Planning and Preparation

Teachers to research online interesting activities and innovative way of executing them.

Teachers to list down all the activities for all the classes planned for the whole year. While charting this activity calendar, CBSE activity calendar and National and International competitions should be taken into consideration.

Teachers to prepare action plan for each activity that should include month of activity, details of activity, resources/aids required, person responsible, participants, coherent instructions for students, and evaluation method.

Engaging Students in Learning

Teachers to employ creative and innovate methods of teaching, aiming to increase enthusiasm in learning among the students. Using best possible techniques for effective learning, they should provide the students opportunities to learn outside the textbook.

To ensure that all the students get equal opportunity to perform and deliver according to their strengths

To keep self & the students motivated. Teachers to be always approachable so that the students are not scared to ask questions. Students should feel confident in expressing themselves clearly.

To develop students critical & independent thinking.

Teachers should strive to be the role models, practicing what they preach. They should have good command over the language, and should inspire the students to read and gain knowledge. They should not belittle or humiliate any student, and should be torchbearers of compassion, trust, moral values and hope.

All teachers, except Hindi and Bhoti language teachers, must speak in English at all times within the campus.

ROLE OF TEACHERS

Self-assessment and development

Once the activity is over, the teacher shall measure the success of activity based on the enthusiasm & engagement of students. Tools like student survey and peer observation can also be used for the purpose. Teachers then modify/fine-tune the activity for better engagement and learning.

Teachers to keep in close contact with the parents so as to create trust and boost the learning tendencies of the students. Parents to be kept updated with the progress, so that even they can participate in their children's learning process.

Teachers to constantly work on self improvement, including attending trainings, webinars and learning relevant online technology, Teachers to learn and employ the art of balancing quantity with quality education. Each teacher must read at least two new books a year.

Teachers to increase their learning by sharing their knowledge with other teachers and peer observations. In the same spirit, teachers should make good use of the end of the month meetings

Tracking Student Progress

Tracking of student progress on one or more learning goals using a formative approach to assessment.

Preassessment to be done for each student to gauge his/her grasp on language and areas of improvement.

Evaluation method for each activity to be prepared. Different evaluation methods should be used like observation, criteria marking, peer/group assessment, tests, etc.

Post assessment to be done for each student after each term and annually to check the progress in learning.

ROLE OF ADMINISTRATION

Facilitator

Administration to share the responsibility with the Head of Departments and teachers in execution of activities. The administration team shall frequently check the classrooms and campus for any procurement/replenishing of resources. Any requisition received from teachers should be assessed carefully and the resources arranged wherever required.

Collaborator

Liaising with parents, external institutions and agencies, CBSE, and/or other government bodies to ensure their collaboration in success of program/strategy implementation.

Invigilator

The Administration to ensure that the activities are executed smoothly and in time. The Head of Departments to submit monthly Activity Report to the Principal on last day of each month. The Administration to ensure compliance of the policy.

Policy Maker

As the demand from education keeps growing, the school needs to keep updating the policies and procedures to prepare its students for the future. Administration must keep itself aware of the changes in education world, as well as the needs of its students/teachers, and formulate/revise its strategies accordingly

PARENTS

We believe that the contribution of parents goes a long way in developing confident language-learners and a thoughtful language community.

The parents should encourage the use of mother tongue in younger kids and make them aware of the Ladakhi history & culture. At the same time they should also encourage them to speak in English and Hindi to make it easy for them to communicate in these languages as they grow up.

We seek support and patience from the parents as we introduce challenging new activities to foster in all students the ability to think and express themselves with precision, clarity, confidence and imagination in languages.

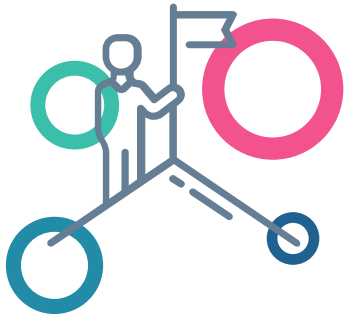
ROLE OF PARENTS AND STUDENTS

STUDENTS

Students can take an active role in their learning by recognizing they are accountable for their own success. Students are expected to attend and participate in all the activities, prepared and on time. They are expected to complete the assigned work in a timely manner with attention to quality of work. They should make most of the library and online resources available to them.

We recognise the importance of English in the future work life of the students. Therefore, all the students of Grade 4th and above are expected to speak in English most of the time.

We understand that in many homes, languages like English and Hindi may not be known to the parents/guardians. In such a case, the student should try speaking to his classmates and friends in these languages to help him become proficient and confident.



LEARNING ASSESSMENT

BASED ON THE PROFICIENCY OF LANGUAGE IN WRITING, READING, AND SPEAKING, THE LANGUAGE TEACHERS WILL ASSESS THE STUDENTS AS BEGINNER, DEVELOPING, EXPANDING OR PROFICIENT. THIS ASSESSMENT* WILL BE DONE FOR EACH STUDENT IN THE BEGINNING OF EACH ACADEMIC YEAR, AND AFTER EACH TERM. FOR A NEW STUDENT JOINING MID-SESSION, THIS ASSESSMENT SHALL BE DONE ON HIS JOINING.

THIS EXERCISE AIMS TO TRACK THE PROGRESS OF THE STUDENT AND MEASURE THE EFFECT OF TEACHING AND LEARNING METHODS.

*Learning Assessment to be done as per template provided by administration

MONITORING MECHANISM

PRE-ACTIVITY

- Teachers shall submit the Activity calendar and Activity Action Plan* to their respective heads by 31st October of each year.
- The Heads to check the plan, discuss with respective teachers and communicate any changes by 10th of November.
- Teachers to submit the final plan by 30th of November.
- Prior to each activity, Heads to ensure that teachers have necessary resources and are prepared for the activity.

POST-ACTIVITY

- Teachers to submit the report* of each activity to their respective heads. The report to include the day of activity, the participants list, details of activity, assessment of students, response of students, and teacher's own rating of the activity.
- The Heads to ensure the reports are submitted to them within 5 days of the activity. Against any feedback received from the students or teachers, action to be taken by the Heads in consultation with the Principal.
- The Heads to submit monthly report of activities to the Principal on last day of each month.

*Activity Action Plan and Activity Report to be submitted as per template provided by administration

SUPPORT

Teachers to submit any requisition of resources to Head of Departments who shall further submit it to the Office of Principal after scrutinizing the request.

Heads of Departments and Administration to work closely with the teachers to ensure that they receive necessary resources and all activities are implemented without delay/setback.

Teachers to provide necessary support to the students in completing the activity. Teachers can assign the students with books from library and direct them to online resources, to facilitate the students in the learning process.

SEQUENCE OF EVENTS

Pre-assessment of students at the start of year

Preparing Activity Calendar and Action Plan

31st Oct: Teachers submit Action Plan to Departmental Head

10th Nov: Departmental Heads review the Calendar & Action Plan

30 Nov: Final Action Plan submitted by Teachers

Teachers submit resources requirement for each activity

Departmental Heads check the requisition and further submit the request to Principal's Office, if required

Departmental Head checks the preparedness of activity 3 days prior to the planned activity date.

Activity performed

Teachers assess the students on each activity as per Action Plan

Teachers submit the Activity Report to Departmental Heads

Departmental Heads to take action on the feedback received.

Monthly Activity Report to be submitted to the Principal on last day of each month.

Post-assessment of students at end of each term and end of year to check progress

Mid-year review of the Activity Calendar and Action Plan in the 1st week of June

REVISION OF POLICY

THIS LANGUAGE POLICY SHALL BE REVIEWED AFTER IMPLEMENTATION OF THE NEW EDUCATION POLICY-2020. THEREAFTER, IT SHALL BE REVIEWED BY SMT, IN CONSULTATION WITH LANGUAGE TEACHERS, AFTER EVERY THREE YEARS.

Lamdon Model Senior Secondary School
Leh, Ladakh, 194101, India