

Books

Appropriate learning materials to the level, length and type of courses offered

1. The academic team will review the books to be used for each term. The choice of books is based on several factors: feedback from teachers and student exit questionnaire, the length of the term, the supplementary material available to the teacher, as well as opportunities for students to use the book for self-study.

Currently, the course books are as follows:

Level	Course book	CEFR Level
Novice	Empower/English File	A0
Seeker A	Empower/English File	A1
Seeker B	Empower/English File	A2
Skilled	Empower/English File	B1
Scholar A	Empower/English File	B2
Scholar B	Empower/English File	C1
Pathway to IELTS	Mindset 2	B1
IELTS	The Complete Guide to IELTS	B2
CAE	Ready for Advanced	B2

There are other coursebooks available to the teachers as a supplementary resource, and the relevant sections for a given piece of material (such as a grammar point, a theme, or a function) are referenced in the General English syllabuses. Books of activities (such as *Listening Extra*, *Reading Extra*, *Writing Extra*, and *English Grammar in Use* etc.) are referenced in a similar way. These are all available to the teachers from the staff room.

For the purposes of teacher development, there are also a number of reference books for methodology and usage.

2. Regular meetings occur between a member of the Academic Team and representatives from ELT publishers. The Head of Studies will react to recommendations by the publisher, and disseminate any samples and materials to the teachers during weekly meetings for their perusal and feedback.
3. For most courses students are expected to work from a coursebook rather than photocopies in order to respect copyright law. If they are studying for less than two

weeks, or are within the first two weeks of the course, they are required to take out a loan book, which is available in the teachers room and needs to be given back to the teacher every day. Beyond two weeks, students must buy the coursebook, which is available from Reception.

4. The Head of Studies informs teachers about book changes, and students are asked to obtain their new book from reception.
5. There is a selection of books, including graded readers and workbooks, available from the teachers room for self-study, and this section is regularly reviewed and updated by the Head of Studies and Academic Team. During the first day induction, the facilities and provisions are promoted to the students.

Ensuring sufficient stock

The reception staff monitor the stock of coursebooks available for students to buy. When the supply is low, the Operations Manager is informed and will place an order with the stockist via email.

Review in May 2019

Reviewed annually or more often as required