

A step by step guide to organising an English Alive Course

STEP 1 – Share the idea

- Work out how the course could support your school:
 - What years might best benefit?
 - What time of year?
 - How to find the funds / will parents pay?
- Share with colleagues in the English Dept and gain agreement
- Propose to Headteacher
- Identify approximately how many students may be attending

STEP 2 – Initial Arrangement

- Contact Jess at English Alive (Jess.Cox@english-alive.com) and describe the preferred dates, hours, numbers of students and any special needs
- You will then be provided with a proposal including all costs
- We typically take bookings around 6 months prior to the date of the course – mainly to allow you the time to recruit the students – we can work faster – we recently moved from proposal to course in 4 weeks – but that was challenging for the schoolteachers to recruit the students and arrange in such a short time.
- Final numbers for the course are fixed at 4 weeks prior to the course commencing

STEP 3 – Recruit Students

- You will probably send out a note to parents
 - Here is a template ‘flyer’ that you can adjust for your own school
- You may be seeking Government funding – this normally takes many months to arrange. Note we do not accept PONS as a form of (full) payment as it can take many months to receive the payment.
- Decide if you want the parents to pay us direct (no later than 4 weeks before the start date of the course) or if you want to collect the monies at the school and then pay English Alive. In this case 30% deposit is required 4 weeks prior to the start date and the remainder payable within 15 days of the end of the course.
- Assemble a list of interested parents / students and discuss with English Alive. We aim to make each course around 15 students – so please try to recruit multiples of 15 where possible.

STEP 4 – In School Arrangements

- Each of our teachers require a ‘host family’ to provide accommodation and meals. This is usually one of the families of the students attending – which can be greatly beneficial for these students. The family receives a €100 discount from the price of the course.
- Ensure everyone that needs to know is aware of the course:
 - School Management
 - Security
 - Janitors
 - Cleaners
- Ensure adequate classroom space has been booked

STEP 5 – Final Arrangements

- English Alive will arrange all the travel of the teachers and will send these details to you to share with the host families
- We try to arrange teachers to arrive at roughly the same time and as near as possible to your school – but they will probably need to be collected by the host family
- English Alive will send you all the details of:
 - Classroom equipment requirements
 - Timetable
 - Teacher profiles
- Sort the students into groups based on levels

STEP 6 – The Course

- The English Alive team are very happy and capable of operating independently during the course:
 - They will need a contact person for support
 - Teachers of the English Department are welcome to join sessions, but will not need to take any active role.
 - On the last day there is a presentation and the English teachers often enjoy seeing their students at this time and noting their improvement in confidence and capability in speaking English.
- At the end of the course, all students are awarded a certificate and we ask for feedback on their learning. Any feedback is shared with the school.