



Intensive School of English and Business Communication

34 Duke Street, Brighton, East Sussex, BN1 1BS, UK

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Book Policy at ISE

All classes at ISE are coursebook-based and the first coursebook and workbook are usually included in the registration fee. Any subsequent coursebooks and workbooks must be paid for. Where the books are not included in the registration fee the student must buy these before joining the course. When promoted to a new level, students must buy the appropriate coursebook and workbook. These books can be bought at ISE reception.

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 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.

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. These paragraphs should be deleted as all students have the coursebook so are aware of the syllabus. We do not put a copy of the content page in the classroom but there is a photocopy of the front of the book for each level taught in the room on the door.

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

We may not issue books to the short-term courses that run throughout the Summer. Individual and group tailor-made packages that we also cater for 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.



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Please refer any questions about the policy to any of the senior management team.

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The official version of this document will be maintained on-line. Before referring to any printed copies please ensure that they are up-to-date.