

## Remedial Lessons

### a. Purpose

Remedial lessons aim to help students who are having difficulty in understanding and using certain grammar and lexical items. These classes act as a "safety valve" for struggling students, allowing them to work at a more appropriate level, at their own pace.

### b. Applicability

If a student appears to be significantly behind the expected level for a class and/or below the average grade, a teacher may recommend him or her to take (a) remedial lesson(s).

### c. Minimum Scope

Regular Courses: From JA to Plus 3.

Adults: Cultura Express 1 to 6.

Due to a number of reasons, the branch manager may decide to offer remedial lessons to Say it students or other students 'outside' the minimum scope. Alternatively, when that is not possible, teachers might suggest tailored 'study plans' that outline students' learning goals and necessary extended practice via My Cultura Inglesa, CD-Roms or coursebooks.

### d. Remedial Lessons Overview

Remedial lessons are not necessarily hour-length lessons. Their duration is often defined by the branch manager, according to the availability of trainee teachers. During these classes, trainee teachers may revise one or two vocabulary/grammar items and often require extra class practice from students.

### e. Frequency

Teachers may assign up to 2 support lessons at a time.

### f. Remedial Lessons Form

Each branch uses a different form, which should always be available in the Teacher's Room for all teachers to photocopy and use. What is essential is to keep record of all remedial lessons attended by a certain student.

### g. Trainee Teacher

The trainee teacher is responsible for organizing the agenda for the support lessons, carefully controlling students' attendance and progress by indicating this in the Support Lessons Form. The trainee teacher should also make sure that all forms are available for all teachers to consult even if the trainee is not at the branch. The trainee is also responsible for preparing and teaching the remedial lessons. Teachers do not usually teach remedial lessons. However, special cases should be discussed with branch managers.

## h. Procedure

In order to recommend a remedial lesson to a student, the teacher needs to:

- 1) Conduct a needs analysis and diagnose the student's difficulty, and check if it's really the case for a remedial lesson (or extra exercises, better discipline in class, etc...)
- 2) Diagnose the content related to the difficulty (e.g. a grammar or vocabulary topic, for example...)
- 3) Talk to the student, checking whether he/she is available for remedial lessons. In case students are underage, the teacher should talk to the "Responsável Acadêmico", indicated in the secretary's office system (SAA) ONLY, and should not leave messages of any kind in case this person is not available.
- 4) Fill in the Remedial Lesson Form, indicating the specific content the trainee teacher might work on with that specific student. Then, the form should be handed in to the student and/or parent.
- 5) Check with trainee teacher the attendance and progress of the student and, if necessary, report it back to parents.