

**ATLAS**  
LANGUAGE  
SCHOOL

## **Modern Foreign Languages - Information for students**

### **Term**

1. All MFL classes at Atlas Language School operate a ten week term. There are no classes on Bank Holidays. These classes are added to the end of the term.

### **Levels**

1. We generally offer courses for different levels from Beginners (A1.1) to Intermediate (B1.2).
2. While we endeavour to open classes for each level, it is subject to demand if we can run a class for a certain level.
3. The beginner classes generally run on Monday evenings from 6.30pm to 8.30pm and the higher level classes generally run on Wednesdays evening from 6.30pm to 8.30pm.
4. Online level assessment tests are available on:  
[www.atlaslanguageschool.com/learn-other-languages/foreign-language-assessment-tests/](http://www.atlaslanguageschool.com/learn-other-languages/foreign-language-assessment-tests/)

### **Open evening**

1. Before the start of each term we organise an open evening. Anyone interested in learning a language is welcome to stop by, have a look at the facilities and speak to our teachers and course manager.
2. The open evening is also particularly useful for new students who would like to do a level assessment with our teachers. This will allow us to choose the best class for the students according to their levels.

### **Class size**

1. The maximum number of participants in each class is 15.

### **Approach**

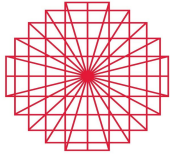
1. We follow a communicative approach and the emphasis is firmly on using the language. Classes are mainly conducted in the target language.

### **Facilities**

1. Toilets are located on the following floors; Ladies - Basement and 1st floor, Gents - Ground floor and second floor.
2. In the event of fire, please follow the signs displayed in each classroom which will show the quickest path out of the building.
3. Wifi is available for all students. Please check at reception for the wifi password.

### **Attendance**

1. Attendance is taken at each class and recorded in our school management system.
2. If you miss class for more than three consecutive weeks, your name may be removed from the class register.



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### **Class cancellations**

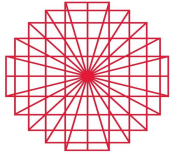
1. From time to time, a teacher may become unavailable due to illness for example. In these cases, our first priority is to find a substitute teacher from our list of suitably qualified teachers and for class to go ahead at the appointed time.
2. In exceptional cases, we may need to cancel a class at short notice. This will be done through email. Please make sure that your email address is up to date at reception to avoid missing out on this information. In these cases, class is rescheduled for the week after the regular end of term.

### **Payments**

1. All payments should be made before the beginning of term in order to secure a place on the course. Payments may be made after this date but places cannot be guaranteed.
2. Payments can be made as follows;
  - a. In person at the school, using a card or in cash.
  - b. Over the phone using a card.
  - c. Through bank transfer. It is very important that a reference (your name) is provided with any bank transfers so as to identify the payment.

### **Refunds and cancellations**

1. It is the student's responsibility to ensure that they are available and can attend for the whole duration of the term.
2. If a student cancels a course up until the Friday before the start of term, the student is entitled to a full refund of fees paid.
3. If a student cancels a course up until the Friday of the first week of term, they are entitled to a 90% refund of fees paid.
4. If a student cancels a course up until the Friday of the second week of term, they are entitled to an 80% refund of fees paid.
5. From week three of the term, students are entitled to cancel a course but are not entitled to a refund of fees paid.
6. Any refunds payable will be paid directly to the person who originally paid the course fees. Possible bank charges deducted will be borne by the student.



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### **Change of class/level**

1. If you are not happy with the level of your class, you should first speak to your teacher. If the teacher recommends that you should change level for the following week, you must inform reception either at the end of the first week or at the beginning of the second week.
2. If you wish to return to your original level, you must again inform Admissions. You should remain in that class for the remainder of the term.
3. Students should not change level without notifying Admissions.
4. In certain circumstances, it will not be possible to change level either due to the alternative class being full or no alternative class being available, particularly at higher levels. In these cases, students may be entitled to a refund.

### **Feedback**

1. Feedback is very important for the continued development of MFL classes here at Atlas Language School. Student feedback occurs twice per term; at week 5 and after the end of the course.
2. Week 5, mid course feedback, is paper based. The Evening Academic Coordinator visits each class with an envelope containing the feedback forms.
3. End of course feedback is carried out in week 9 of the term. The Evening Academic Coordinator again visits each class with an envelope containing the feedback forms.

### **End of term**

1. We usually hold an end of term social evening on the last night of classes. Everyone is invited to come along and practice their language with their classmates!

### **Enquiries.**

1. If you have any other questions, please contact us on [enquiries@atlaslanguageschool.com](mailto:enquiries@atlaslanguageschool.com).