



Give your English a boost with our fun, friendly lessons!

LEWIS SCHOOL OF ENGLISH

Welcome to Your Online Course

A Guide for Students, Parents & Guardians





Welcome to your Online Course!

Dear Students, Parents and Guardians

Thank you for choosing our school! We have a fantastic programme of online lessons for you, and we look forward to helping you develop your English. We've created this guide to help you and your parents/guardians to find out more about our online courses, how the platform works and how we ensure your safety online.

If you would like any further information, please feel free to ask - we are here to help you!

We are looking forward to welcoming you to your online course!

Best wishes

Alistair Walker, Director



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About Your Course

We offer a wide range of online courses at the Lewis School, from storytelling to blogging and from podcasting to conversation class. Each course is a little different, so we send you the specific details of your course by email, but this guide will tell you all about the general features of a Lewis online course.

Live Lessons on Zoom

Zoom is a free video communications app that can be used on all devices. It has lots of features that help make lessons interactive and fun.

Read our Zoom guide on pages 4-5



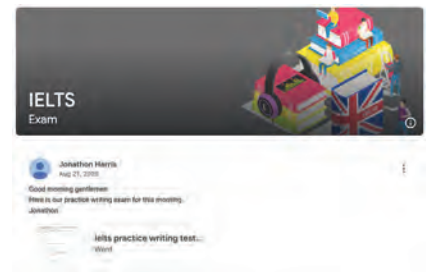
Self-Study Area (Google Classroom)

We use Google Classroom for homework, lesson notes and self-study material. It's free and easy to use.

See our guide on page 6



Google Classroom

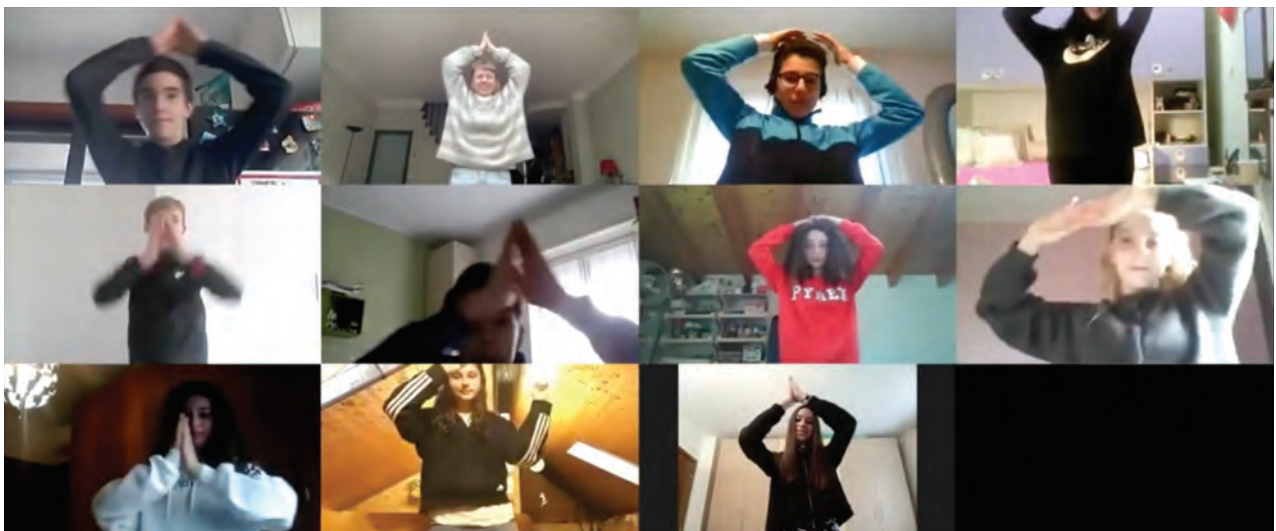


Focus on Communication

Our lessons are fun and interactive. We don't just want you to listen - we want you to take part, and we want to help you feel more confident as an English speaker. The more practice, the better you'll be! Switch on your camera and microphone and enjoy the lessons!

Safe and Secure

Keeping you safe is our top priority. We have a number of procedures to ensure our lessons are secure. *Read about our safeguarding measures on pages 8-9*



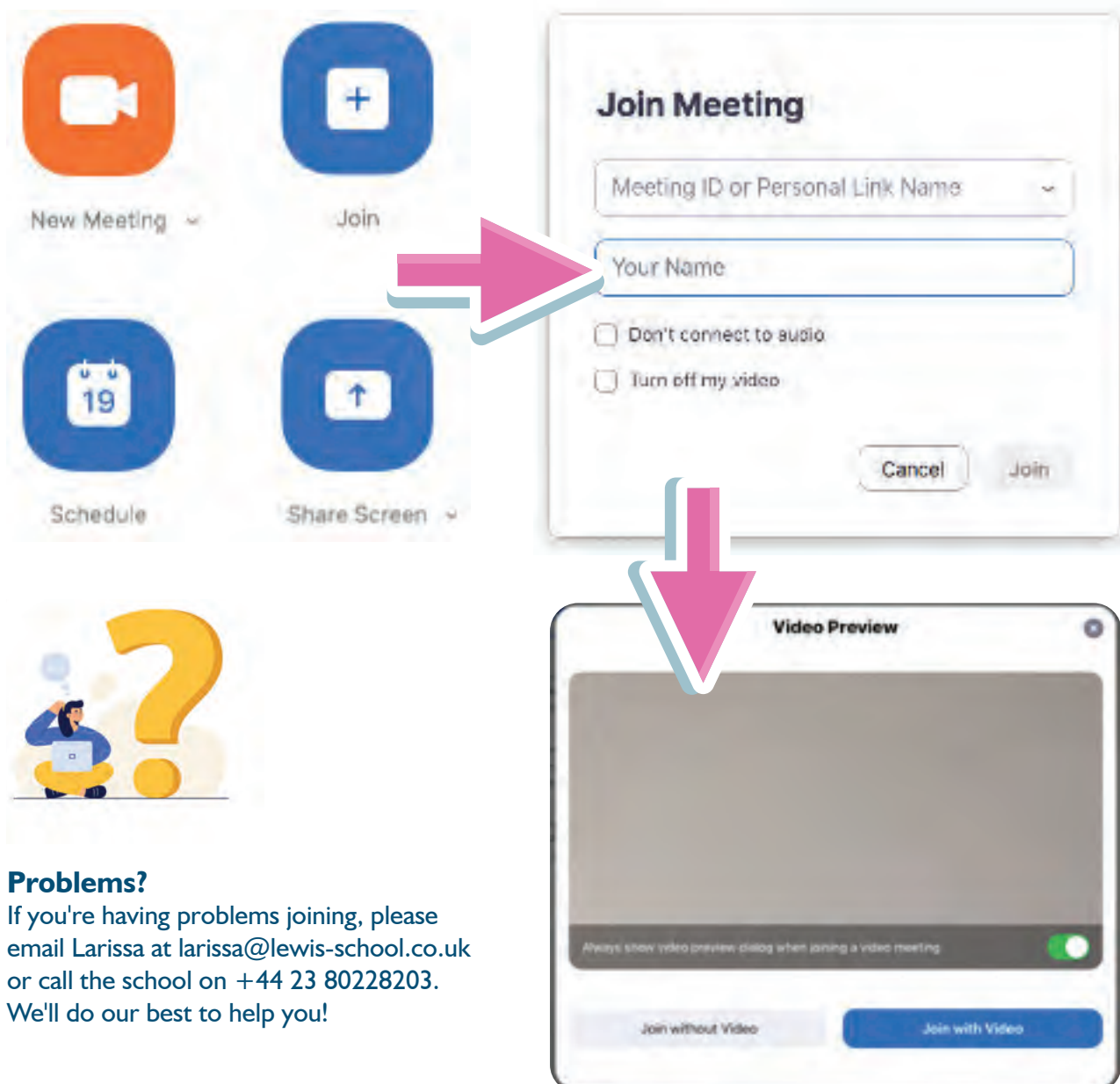
Using Zoom

Getting Ready

1. You can use Zoom on your laptop or mobile device. We recommend a laptop as it will be easier to read things on your screen.
2. Headphones are useful if your background noise is a problem.
3. If you don't already have it, download Zoom from <https://zoom.us/support/download>

Joining Your Class

1. We'll email you with a link, ID number and password to join the lesson.
2. Click on the link, or open Zoom, click 'Join' and enter the ID number. Enter the password.
3. Enter your name and click 'Join'.
4. You'll see a video preview. Click 'Join with Video'.
5. You will enter a waiting room. Your teacher will check your name before allowing you to enter.

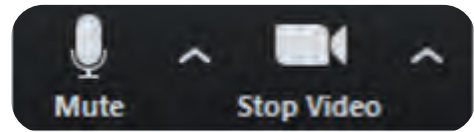


Problems?
If you're having problems joining, please email Larissa at larissa@lewis-school.co.uk or call the school on +44 23 80228203. We'll do our best to help you!

The Zoom Controls

At the bottom of your screen, you'll see some controls.

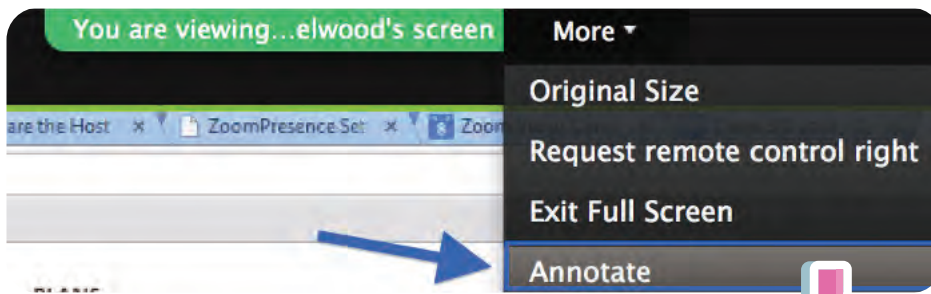
1. Use these to switch your camera and mic on and off. If the teacher can't hear you, click ^ and choose a different microphone.



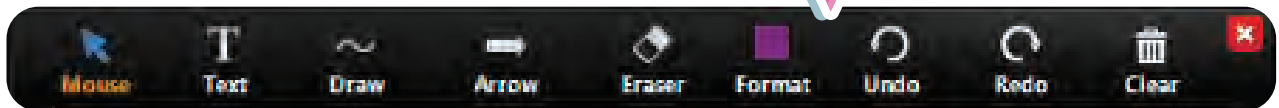
2. You can click 'Chat' to read messages from the teacher. You can also send a message to the teacher or to the whole class at certain times.



3. Sometimes your teacher may invite you to write or draw on the screen. To do this, go to the top of the screen and click 'More' and then 'Annotate'.



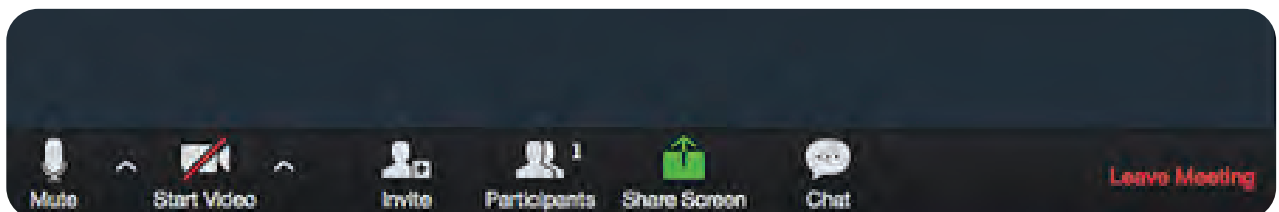
A new toolbar will appear. Click to add text or to draw.



4. You can add a thumbs up by clicking 'Reactions'.



5. When the lesson finishes, click 'Leave Meeting' in the bottom right corner of the screen.

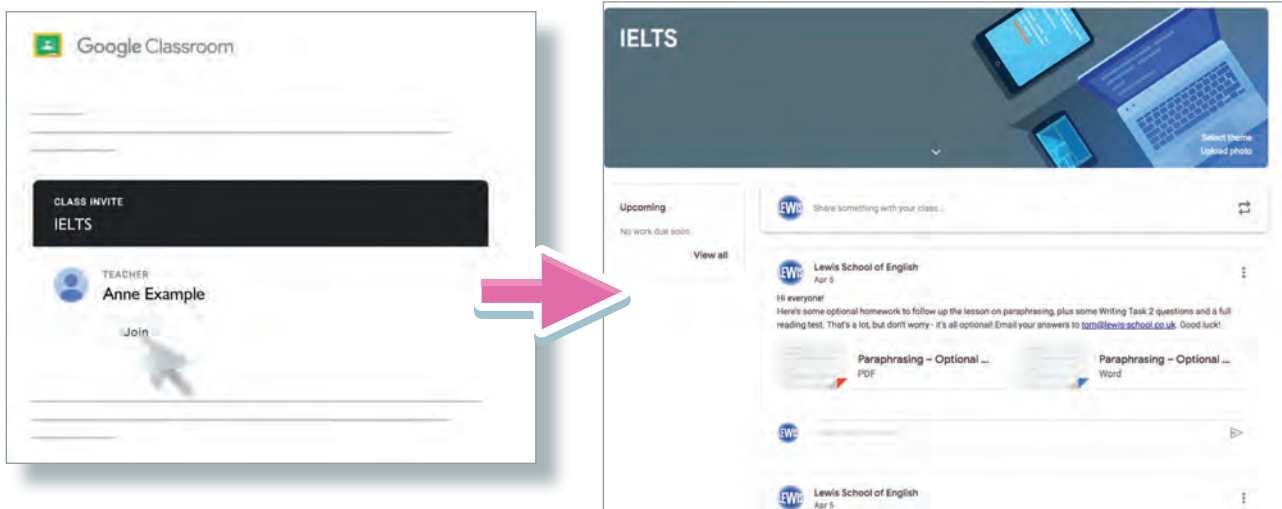


Accessing Google Classroom

Joining the Self-Study Area

You can access the self-study area on Google Classroom at any time to view lesson notes, submit homework or do extra practice.

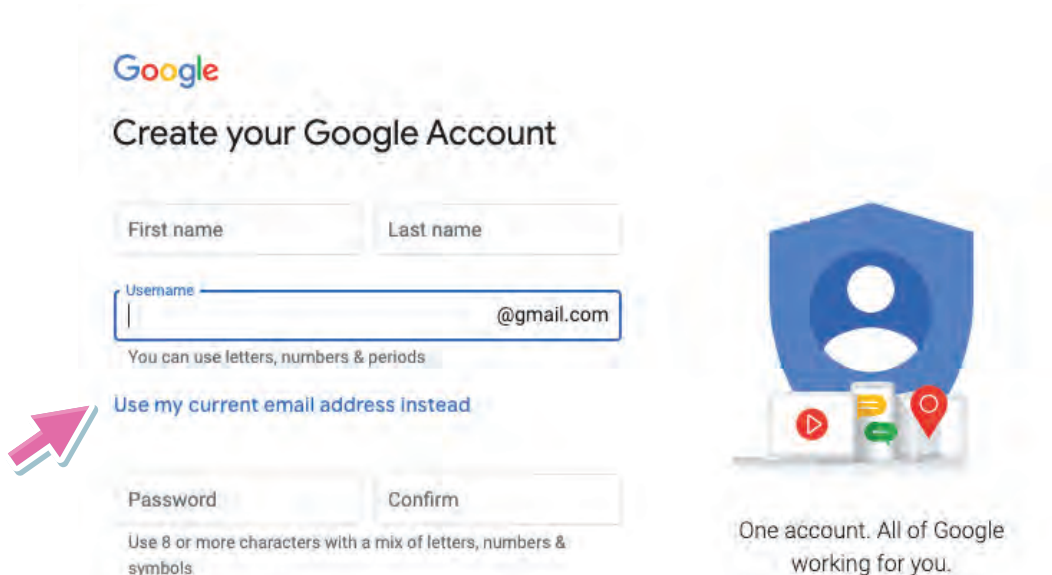
- Click the invitation link in your welcome email from Lewis School OR go to classroom.google.com and enter the classroom code.
- Make sure you are logged into the correct Google Account. If you don't have a Google account, follow the steps below.



Setting up a Google Account

To access Google Classroom, you need a Google account. You can set up a Google Account using any email address.

- Go to <https://accounts.google.com/>
- Click on 'Create Account', then 'Use my current email address instead' (see below).
- Enter your details



Keeping You Safe and Secure

Safer Recruitment

Lewis School of English follows safer recruitment procedures. All staff have DBS (police) checks and safeguarding training.

A Safe & Friendly Classroom Environment

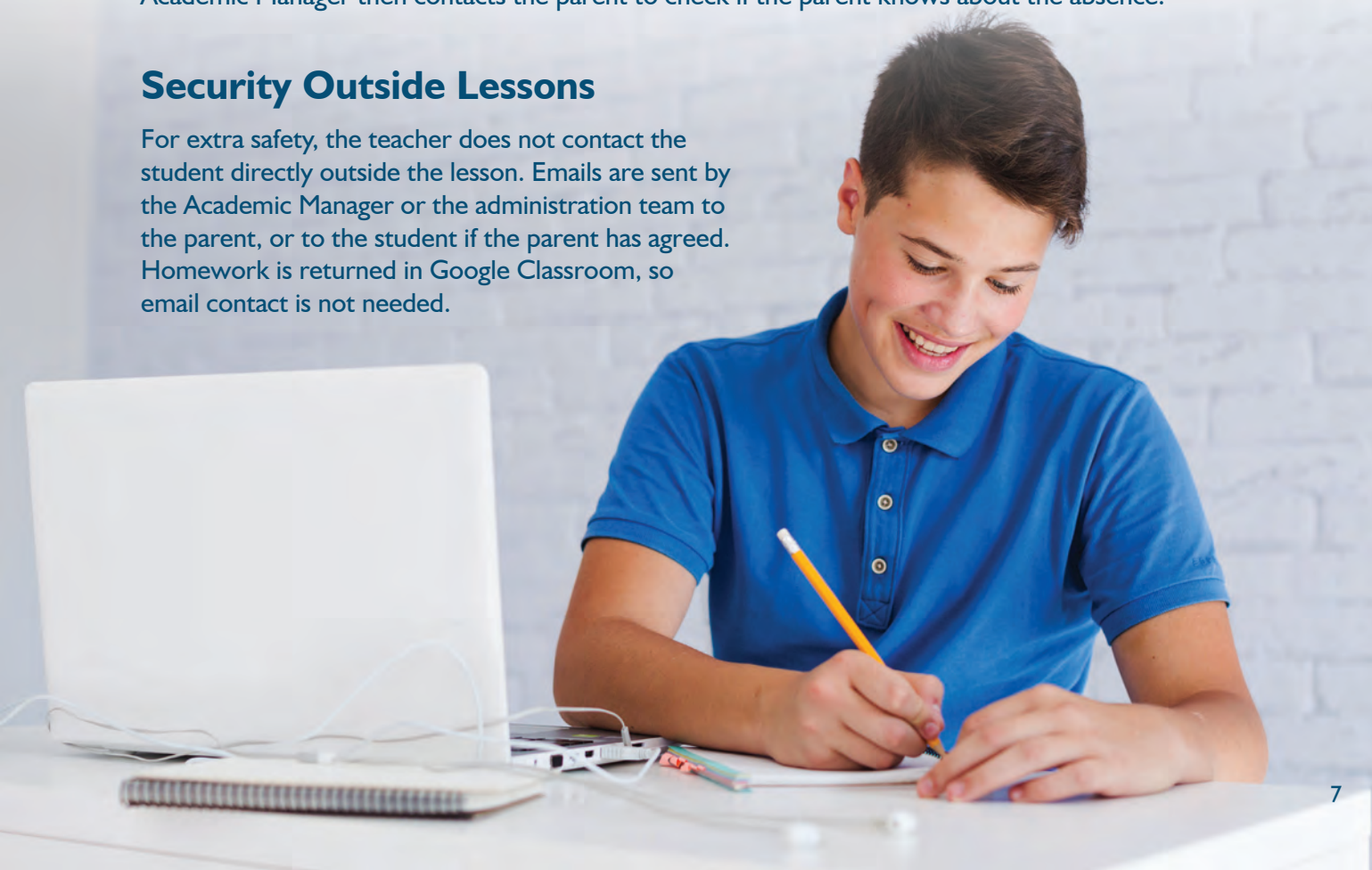
- Our priority is to provide create a safe, friendly and caring environment where all students and staff feel confident and able to learn and work.
- We use approved platforms (these are described on pages 4-6). This also means that students do not need to browse the Internet.
- Students and parents/guardians receive the online rules before the course starts, and teachers explain online safety and behaviour rules in the first lesson.
- Lesson content is age-appropriate. If student work is shared with the class, the teacher checks it first. Students are not allowed to share their screens.
- We collect an emergency contact number from the parent/guardian of each student.
- Online safeguarding concerns should be reported to the DSL or Deputy DSL (see next page).
- You can read our safeguarding policy at <https://lewis-school.co.uk/school-policies/>

Monitoring

In classes with under-18s, the teacher supervises the whole lesson. The teacher checks each student's name before letting them into the lesson. Students do not have private contact with other students. For example, private chat is turned off and breakout rooms are not used. The Academic Manager, who is also the school's Designated Safeguarding Lead, checks lessons by reading the chat and sometimes joining the class. If an under-18 student is absent, teachers tell the Academic Manager immediately. The Academic Manager then contacts the parent to check if the parent knows about the absence.

Security Outside Lessons

For extra safety, the teacher does not contact the student directly outside the lesson. Emails are sent by the Academic Manager or the administration team to the parent, or to the student if the parent has agreed. Homework is returned in Google Classroom, so email contact is not needed.



Parent/Guardian Consent

For some classes, we may make a promotional video for publicity or to keep a record of students' work. Taking part is optional and depends on parent/guardian consent. Please use the consent form to say whether you agree to your child's image being used in Lewis School publicity, including social media. If you do not give consent, your child will not appear in the video. Lesson recordings are deleted after the promotional video is published.

We also ask if Lewis School may email your child directly. If you do not give consent, we will send all emails to the parent/guardian instead.

Online 1:1 Lessons

For 1:1 lessons with a student under 18, a parent/guardian must be present at the start of the lesson and remain available throughout, unless the School has agreed another safeguarding arrangement in advance.

Designated Safeguarding Lead

Larissa Ribeiro, our Academic Manager, is our Designated Safeguarding Lead (DSL) and is responsible for the school's safeguarding procedures. If you have any safeguarding questions or concerns, please



Designated Safeguarding Lead
Larissa Ribeiro
Director of Studies
larissa@lewis-school.co.uk



Deputy Designated Safeguarding Lead
Alistair Walker
Owner/Director
alistair@lewis-school.co.uk

Student Code of Conduct

- ✓ **Before Class**
 - Please dress appropriately (not in pyjamas!)*
 - Join the lesson on time.*
 - Don't share lesson links with others.*

- ✓ **During Class**
 - Enter your first name as your display name.*
 - Don't share any personal information such as your address, phone number or email.*
 - Don't take screenshots*
 - Listen to your teacher and other students.*
 - Keep your camera on at all times, unless the teacher allows an exception.*
 - If your background is noisy, the teacher may mute your microphone.*
 - Be kind and respectful to all – we do not tolerate bullying or harassment*



We ask all our students to follow the above code of conduct, to ensure that all students have the best conditions for learning. Your teacher will discuss the with you during your first lesson.

Other School Policies

Minimum Requirements of Technology

You are responsible for ensuring you have a reliable internet connection, a computer or mobile device, an up-to-date browser, a media player and PDF reader, a webcam, microphone and headphones or speakers.

Course Completion

Students receive a certificate if they attend at least 80% of lessons. At the end of the course, students receive an electronic Certificate of Course Completion and a course report.

Equality Policy

Lewis School of English is committed to equality, fairness and respect. We want all students and staff to feel safe, valued and confident to learn and work. We aim:

- to respect and value individual differences
- to create an environment of dignity and respect
- to make sure no one experiences intimidation, bullying or harassment

Teachers and managers are available to help with any concerns. Any breach of this policy is treated seriously and may lead to disciplinary action, including removal from the course without refund. All concerns are investigated promptly. This policy is supported by senior management and reviewed every year. Teachers are responsible for putting it into practice in class.

Safeguarding Policy

In addition to the information on pages 7-8, our full policy is at <https://lewis-school.co.uk/school-policies/>

Discipline Policy - Junior Online Courses

Please follow our Discipline Policy. You can read it at <https://lewis-school.co.uk/school-policies/>



The Lewis School Discipline Procedure. This may start at step 1, 2, 3 or 4 depending on the seriousness of the case.

Complaints Procedure

If you wish to make a complaint, please follow the procedure below.

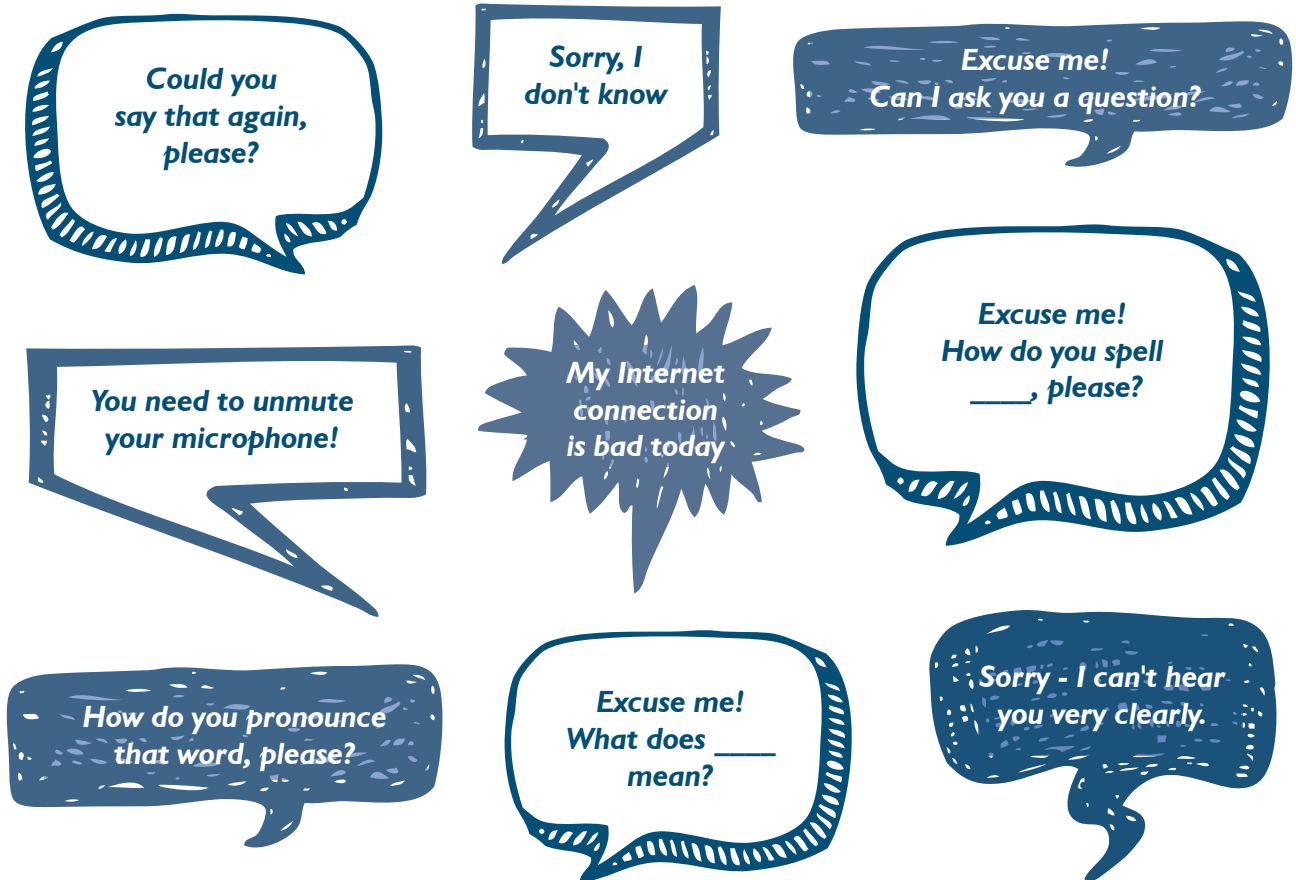
Step 1. Speak to your teacher. We will listen to your concerns and propose a solution.

Step 2. If this does not resolve your complaint you (or your representative) should speak to the Academic Manager, Larissa Ribeiro (larissa@lewis-school.co.uk). You must submit any complaint before the end of the course to allow the school the chance to resolve the problem.

Step 3. If you are not happy with our response, you (or your representative) can write to Alistair Walker, Director, Lewis School of English, 30-33 Palmerston Road, Southampton, SO14 1LL, UK or email alistair@lewis-school.co.uk.

Step 4. If you are still not happy, you can contact English UK: English UK, 219 St John Street, London EC1V 4LY. Tel: +44 207 608 7960. Fax: +44 207 608 7961. Email: info@englishuk.com

Useful Classroom Expressions



Phonetic Symbols

Consonants		Vowels		Diphthongs			
/ p /	pen /pen/	/ n /	near /niə/	/ i: /	see /si:/	/ eɪ /	name /neɪm/
/ b /	big /bɪg/	/ h /	happy /'hæpi/	/ ɪ /	his /hɪz/	/ əʊ /	no /nəʊ/
/ t /	tea /ti:/	/ r /	red /red/	/ ɪ /	twenty /'twenti/	/ aɪ /	my /maɪ/
/ d /	do /du:/	/ j /	yes /jes/	/ e /	ten /ten/	/ aʊ /	how /haʊ/
/ k /	cat /kæt/	/ w /	win /wɪn/	/ æ /	stamp /stæmp/	/ ɔɪ /	boy /bɔɪ/
/ g /	gap /gæp/	/ θ /	thanks /θæŋks/	/ ɑ: /	father /'fɑ:ðə/	/ ɪə /	hear /hɪə/
/ f /	fill /fɪl/	/ ð /	the /ðə/	/ ʊ /	hot /hɒt/	/ eə /	where /weə/
/ v /	very /'veri/	/ ʃ /	she /ʃi:/	/ ɔ: /	morning /'mɔ:niŋ/	/ uə /	tour /tuə/
/ s /	said /sed/	/ ʒ /	measure /'meʒə/	/ ʊ /	football /'fʊtbɔ:l/		
/ z /	zoo /zu:/	/ tʃ /	child /tʃaɪld/	/ u: /	you /ju:/		
/ l /	lip /lɪp/	/ dʒ /	German /'dʒɜ:mən/	/ ʌ /	sun /sʌn/		
/ m /	my /maɪ/	/ ŋ /	English /'ɪŋɡlɪʃ/	/ ɜ: /	learn /lɜ:n/		
				/ ə /	letter /'letə/		

Irregular Verbs

Infinitive	Past Simple	Past Participle
bite	bit	bitten
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
find	found	found
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
have	had	had
hear	heard	heard
hide	hid	hidden / hid
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
learn	learnt / learned	learnt / learned
leave	left	left

Infinitive	Past Simple	Past Participle
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ride	rode	ridden
ring	rang	rung
run	ran	run
say	said	said
see	saw	seen
shoot	shot	shot
show	showed	shown
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spell	spelt	spelt
spend	spent	spent
stand	stood	stood
stick	stuck	stuck
swim	swam	swum
take	took	taken
teach	taught	taught
tell	told	told
think	thought	thought
understand	understood	understood
wake	woke / waked	woken / waked
wear	wore	worn
win	won	won
write	wrote	written

Discover what else Lewis has to offer!

Adults (16+)



Juniors (11-17)



Teacher Training



www.lewis-school.co.uk

LEWIS SCHOOL OF ENGLISH

30-33 Palmerston Road, Southampton SO14 1LL, UK

Tel. +44 23 8022 8203 study@lewis-school.co.uk

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Registered office: 33 Palmerston Road, Southampton SO14 1LL, UK.

Accredited by the
 **BRITISH COUNCIL**
for the teaching
of English in the UK

 Quality
English

MEMBER
 ENGLISH
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YOUNG
LEARNERS
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