



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



	Page		Page
Welcome!	2	Code of Conduct	9
About your Course	3	School Policies	10
Using Zoom	4	Useful Classroom Expressions	11
Accessing Google Classroom	6	Phonetic Symbols	11
Using Flipgrid	7	Irregular Verbs	12
Keeping You Safe & Secure	8		

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



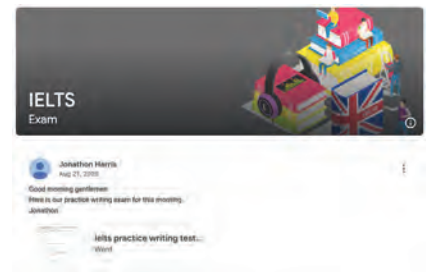
Self-Study Area (Google Classroom)

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

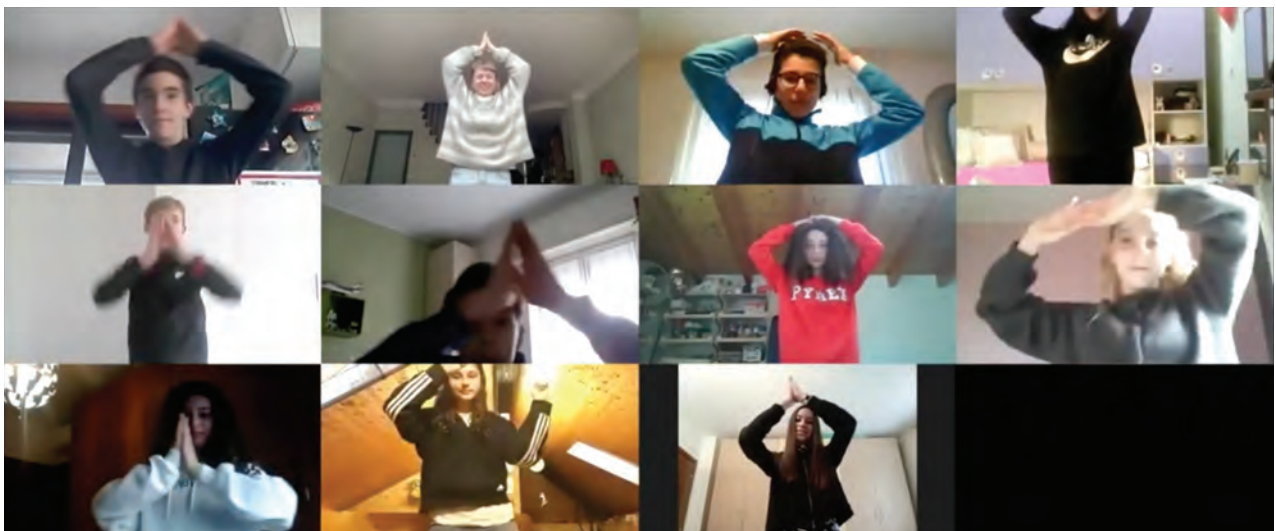


Focus on Communication

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.

A screenshot of the Zoom 'Join Meeting' dialog box. It has a white background and a grey border. At the top, it says 'Join Meeting' in bold. Below that is a text input field for 'Meeting ID or Personal Link Name' with a dropdown arrow on the right. Underneath is another text input field for 'Your Name'. There are two checkboxes: 'Don't connect to audio' and 'Turn off my video', both of which are currently unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Join'.A screenshot of the Zoom 'Video Preview' dialog box. It has a dark grey background. At the top, it says 'Video Preview' in white. Below that is a large, dark grey rectangular area representing the video preview. At the bottom, there is a small text label 'Always show video preview dialog when joining a video meeting' with a green toggle switch to its right. At the very bottom, there are two buttons: 'Join without Video' and 'Join with Video'.

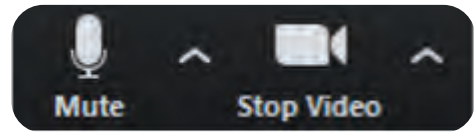
Problems?

If you're having problems joining, please email Jonathon at jonathon@lewis-school.co.uk or contact us on Facebook Messenger at <https://www.facebook.com/lewischools/>. We'll do our best to help you!

The Zoom Controls

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

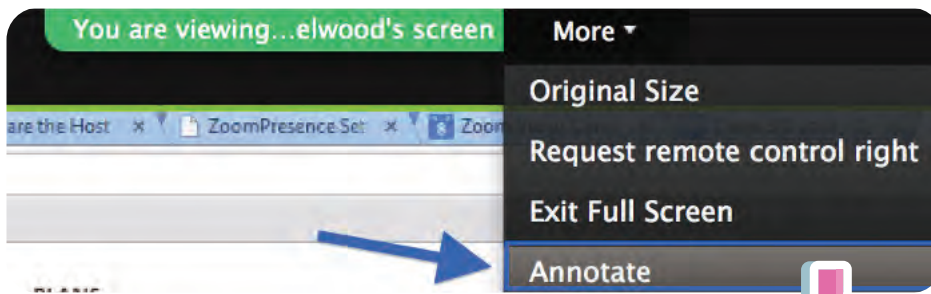
1. Use these to switch your camera and mic on and off. If the teacher can't hear you, click ^ and choose a different microphone.



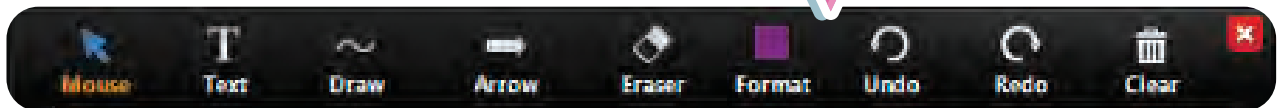
2. You can click 'Chat' to read messages from the teacher. You can also send a message to the teacher or to the whole class at certain times.



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'.



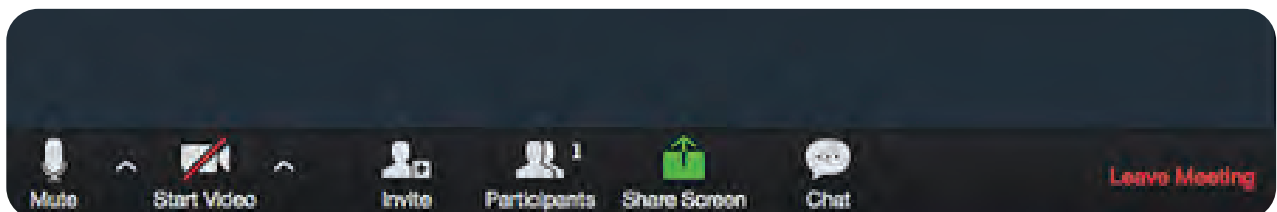
A new toolbar will appear. Click to add text or to draw.



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.

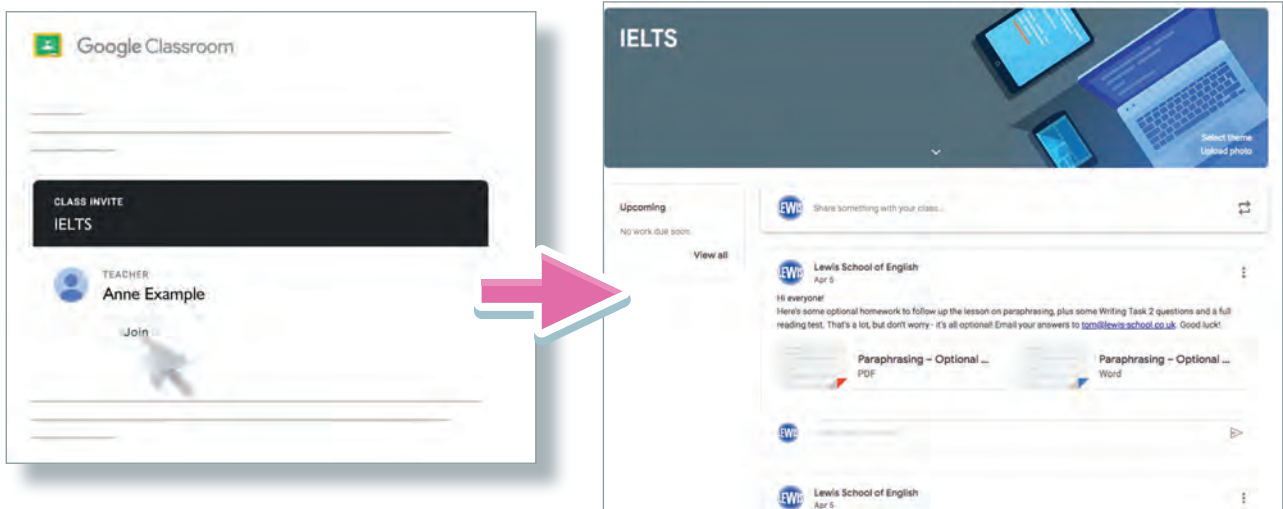


Accessing Google Classroom

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.

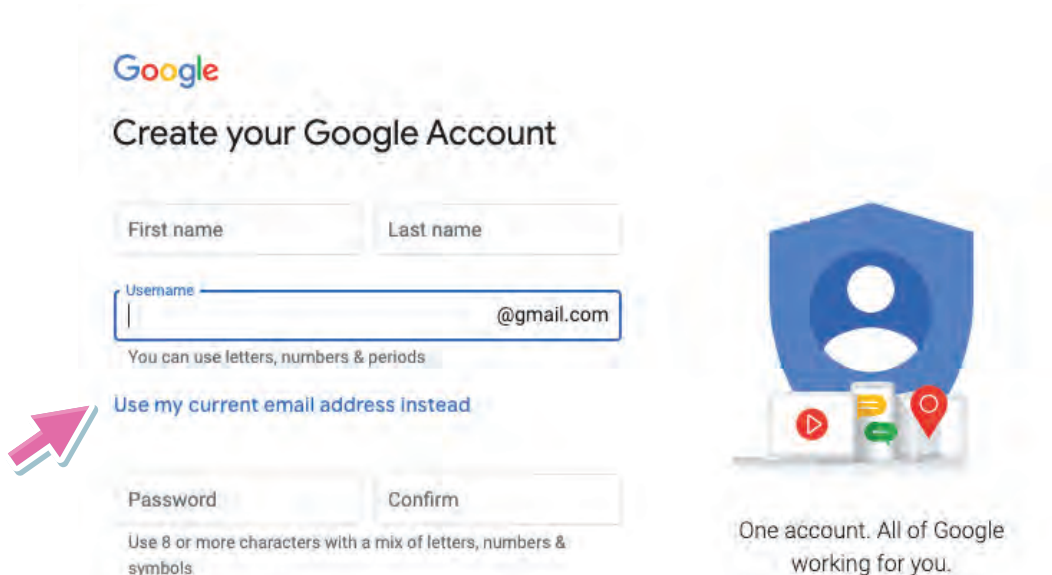
- Click the invitation link in your welcome email from Lewis School OR go to classroom.google.com and enter the classroom code.
- Make sure you are logged into the correct Google Account. If you don't have a Google account, follow the steps below.



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



Using Flipgrid

What is Flipgrid?

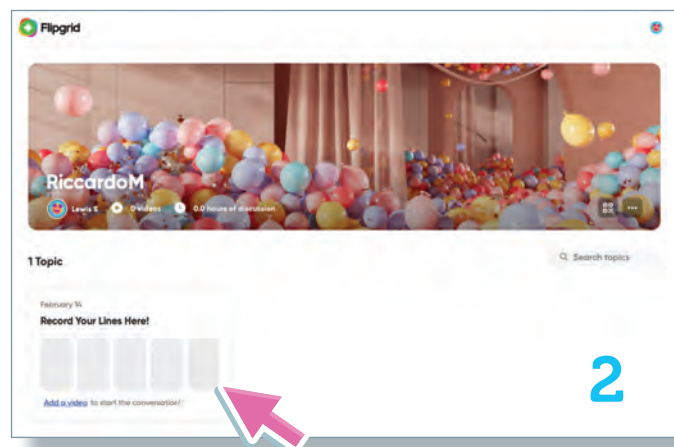
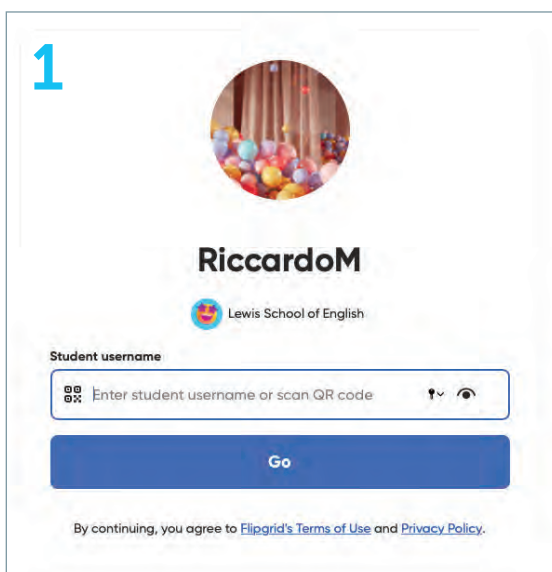
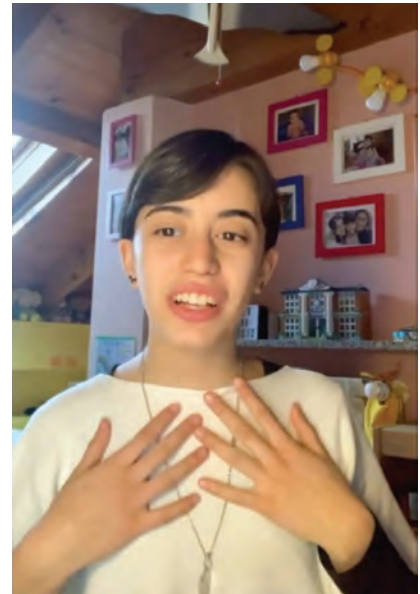
Flipgrid is a video/audio recording tool that we use for homework on some courses. It's a fun and useful way of giving students extra speaking practice.

Flipgrid can be used on a laptop or on a mobile app. For privacy and security, each student will have their own Flipgrid room, which can only be accessed by the student, the teacher and the school's Flipgrid administrator.

How to Use Flipgrid

Flipgrid is very easy to use. If you are given a Flipgrid task, you will be sent a private link and password by email.

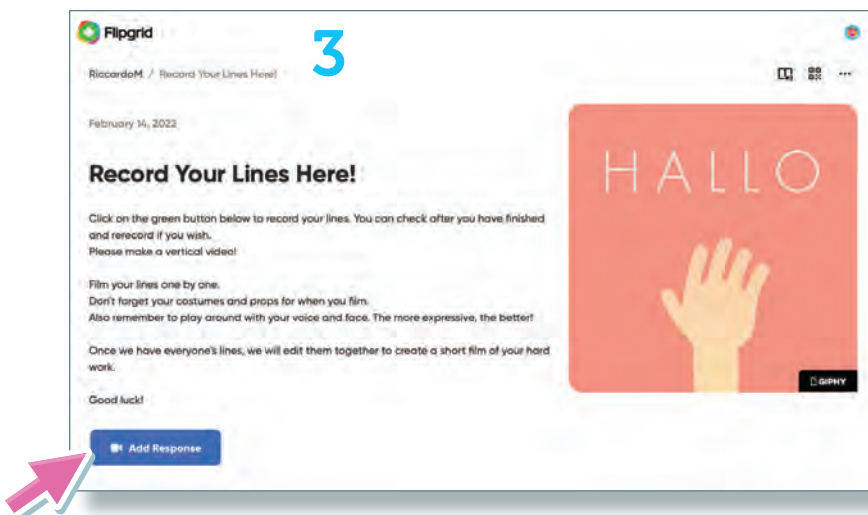
Click on the link in your email and follow the instructions below.



1. Enter the username that we sent you by email. Click go!

2. Click on the topic. It will have a name like 'Record your answer here!'

3. Read the task instructions and when you are ready, click 'Add response' to record your video. You can add filters and stickers. You can also re-record your video if you wish. When you are happy with your video, click 'submit' to finish.



Keeping You Safe and Secure

Safer Recruitment

The Lewis School of English practises safer recruitment. All staff are DBS-checked (police-checked) and have completed training in safeguarding issues

A Safe & Friendly Classroom Environment

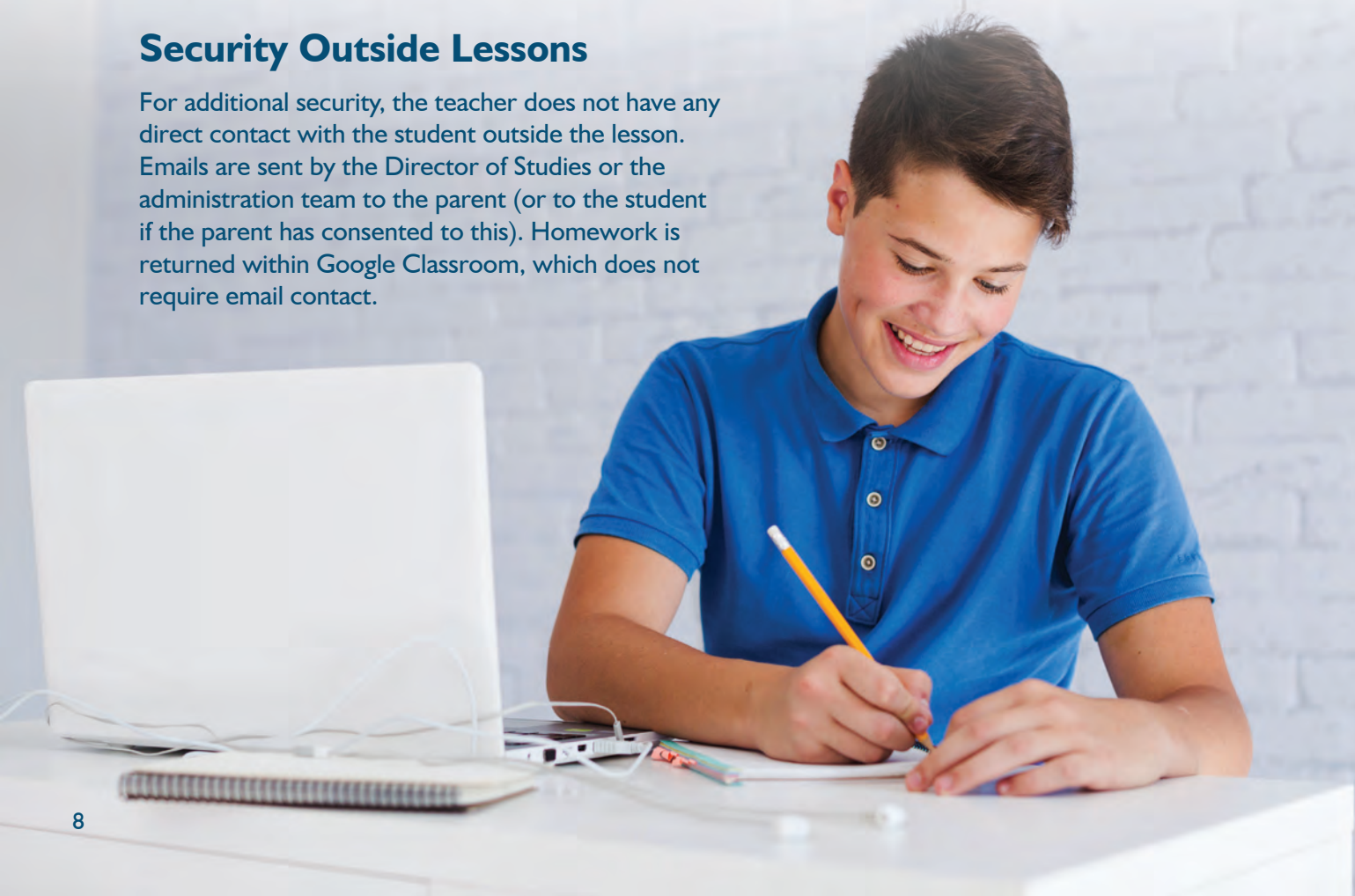
- Our priority is to provide create a safe, friendly and caring environment where all students and staff feel confident and able to learn and work.
- We use safe and secure learning platforms (these are described on pages 4-7). This also means that students do not need to browse the Internet.
- Lesson content is age-appropriate. If any student work is to be shared with the class, the teacher checks it beforehand to ensure it is suitable. Students are not permitted to screen share.
- We collect an emergency contact number from the parent/guardian of each student.
- Students follow the Code of Conduct (page 9), which is explained during the first lesson.

Monitoring

For classes with any under-18s, the teacher supervises all aspects of the lesson. The teacher checks each student's name before allowing them entry to the lesson. No student has any unsupervised contact with other students; for example, there is no private chat function and 'breakout rooms' are not used. The Director of Studies, who is also the school's Designed Safeguarding Lead, monitors lessons by checking the chat transcript and making occasional 'drop-in' visits to the class. Teachers contact the Director of Studies immediately if an under-18 student is absent. The Director of Studies then contacts the parent to check whether the parent has authorised this.

Security Outside Lessons

For additional security, the teacher does not have any direct contact with the student outside the lesson. Emails are sent by the Director of Studies or the administration team to the parent (or to the student if the parent has consented to this). Homework is returned within Google Classroom, which does not require email contact.



Parent/Guardian Consent

For some classes, we may produce a promotional video to use in our publicity or as a record of the students' work. Participation in the video is optional and depends on the consent of the parent/guardian. Please indicate on the consent form whether or not you consent for your child's image to be used in Lewis School publicity (including social media). If you have not given consent, your child will not appear in the video. Lesson recordings are deleted after the promotional video is published.

We also ask whether you permit Lewis School to email your child directly. If no consent is given, we will send all email correspondence to the parent/guardian's email address instead.

Designated Safeguarding Lead

Jonathon Harris, our Director of Studies, is our Designated Safeguarding Lead and oversees the school's safeguarding procedures. If you have any questions or concerns relating to safeguarding, please contact him at alex@lewis-school.co.uk.



Designated Safeguarding Lead
Jonathon Harris
Director of Studies
jonathon@lewis-school.co.uk



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

Student Code of Conduct

- ✓ Please dress appropriately (not in pyjamas!)
- ✓ Join the lesson on time.
- ✓ Enter your first name as your display name.
- ✓ Don't share any personal information such as your address, phone number or email.
- ✓ Keep your camera on at all times.
- ✓ Listen to your teacher and other students.
- ✓ 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.

School Policies

Minimum Requirements of Technology

You are responsible for ensuring you have adequate access to the internet and a computer or mobile device with an up-to-date browser, media player, PDF reader, webcam, mic and headphones/speakers.

Course Completion

All students will receive a certificate if they attend at least 80% of lessons. An electronic certificate of Course Completion and report will be issued at the end of the course.

Equality Policy

Lewis School of English oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our school community in order to create an environment in which all students and staff feel comfortable and at ease, confident and able to learn and work. Our commitments:

- To create an environment in which all individual differences and contributions are recognised and valued. Every community member is entitled to an environment that promotes dignity and respect.
- No form of intimidation, bullying or harassment will be tolerated.
- Your tutors are readily available to deal with any concerns.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings, including removal from the course without refund. Any such breaches will be investigated in an urgent and timely manner.

This policy is fully supported by senior management and will be monitored and reviewed annually. The course tutors are responsible for the successful implementation of the policy.

Discipline Procedure



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 Director of Studies, Jonathon Harris (jonathon@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

Could you say that again, please?

Sorry, I don't know

Excuse me!
Can I ask you a question?

You need to unmute your microphone!

My Internet connection is bad today

Excuse me!
How do you spell _____, please?

How do you pronounce that word, please?

Excuse me!
What does _____ mean?

Sorry - I can't hear you very clearly.

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/	/ a: / father /'fɑ:ðə/	/ ɪə / hear /hɪə/		
/ f / fill /fɪl/	/ ð / the /ðə/	/ ɒ / hot /hɒt/	/ eə / where /weə/		
/ v / very /'veri/	/ ʃ / she /ʃi:/	/ ɔ: / morning /'mɔ:nɪŋ/	/ ʊə / tour /tuə/		
/ s / said /sed/	/ z / 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

Lewis Schools Ltd (trading as Lewis School of English). Registered in England, No. 03312844.
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
UK

YOUNG
LEARNERS
 ENGLISH
UK

