

SCHOOL GUIDELINES



Since 2007, our school has been enhancing students' practical expression skills through integrated educational services provided by native speakers and Filipino teachers.

Class Hours & Units

- Regular class schedules are as follows: Monday to Friday, 08:00–17:00; Saturday, 09:00–12:00.
- Each class runs for 45 minutes with a 5-minute break. However, the 5th and 10th periods are only 40 minutes long. Students cannot request makeup classes for the 5th and 10th periods.

Class Commencement

Classes begin on the morning of the first day after arrival at the school. For example, if you arrive on Sunday, classes start on Monday morning; if you arrive on Wednesday, classes start on Thursday morning.

Our Program

- Our programs are divided into three categories: Sparta, Semi-Sparta, and Light.
- The management approach varies depending on the student's program.
- Sparta Program: Strict academic management is applied under tight regulations. Students are required to remain in the academic environment at all times. Intensive ESL and all IELTS courses are included in this program.
 - Absences from classes or tests are not permitted.
 - Participation in evening programs, Saturday classes, and tests is mandatory.
 - Mandatory guidelines are in place to improve student levels/scores.
 - Outings are restricted from Monday to Friday afternoons.
- Semi-Sparta Program: Only basic academic schedules are required, allowing for uninterrupted personal time after school. Regular ESL, Speaking Master, Advanced Business, and TOEIC Regular courses are included in this program.
 - A speaking-focused curriculum
 - Only basic requirements such as attendance and tests are enforced, with free time after school.
- The Business and TOEIC curricula are designed to complement each other
- Light Program: Features a lighter class load with no strict academic obligations. Light ESL and PNL courses are included in this program.

Essential Guidelines by Course

- Each course has a required entry level and a recommended duration of study.
- All curricula must follow our designated program. If a student wishes to take a specific subject, approval from the coordinator is required.
- ESL courses: While course structures may vary depending on the teacher or number of classes, a speaking-centered curriculum is a common requirement.
- Speaking Master, Native Master: The curriculum, tests, and homework must focus on improving speaking and conversational skills.
- Speak Up: A course designed for students enrolled for 1-2 weeks, providing full regular classes throughout the study period. Classes are guaranteed even on national holidays.
- Intensive ESL: Provides a curriculum, tests, and homework with a 60% focus on conversation while strengthening overall English skills. Although the emphasis on speaking is slightly lower compared to some courses, it is particularly recommended for beginners.
- IELTS Intensive: A comprehensive IELTS preparation course with expected score improvement every 4 weeks. Please refer to our IELTS Plan for details.
- IELTS Guarantee: A program that guarantees achieving a target score within a limited timeframe. It is subject to very strict academic management. Classes are taught by teachers with an IELTS score of 8.0.
- IELTS Basic: Designed for students below IELTS 3.5, this course features a combination of IELTS and ESL content. Students are expected to reach a score of 3.5 to 4.5 after 4 weeks of study.
- Advanced Business: Focuses on presentation skills through two one-on-one classes. Presentations are required upon completion of the course. This program is integrated with the TOEIC curriculum.
- TOEIC Regular: Aims to achieve a score improvement of 80 to 150 points every 4 weeks.

Mandatory Class Activities

- Class activities must be aligned with the student's level and the registered course.
- The following are the activities required of teachers in the class. **Teacher evaluations by students must be based on these.**
 - ✓ PREVIEW: Teachers must inform students in advance about the lesson content and details so they can prepare and study the relevant material beforehand.
 - ✓ CORRECTION: Teachers must correct students' errors in expression, pronunciation, vocabulary, and grammar. This helps students feel that they have learned something in class.
 - ✓ DAILY HOMEWORK: Although requirements may vary depending on the student's level or course, homework must be assigned daily. It is also important to check homework during the first 2-3 minutes of class.
 - ✓ REVIEW: While checking homework at the start of class, teachers should review the previous lesson and highlight key points. Teachers must ensure that important concepts remain in the students' minds.
- LEVEL / SCORE IMPROVEMENT: The primary goal of our classes is to improve students' levels. To achieve this, teachers must use all proven methods. Remember, at our school, results—specifically academic achievement—are more important than enjoyment of English.

Class Changes

- Students may change classes and teachers every Wednesday and Thursday. However, new students may request changes at any time within two weeks of admission.
- For IELTS, Business, and Intensive ESL, teacher changes are allowed, but subject changes may not be allowed.

Level/Score, Tests, Feedback

- Student progress is assessed every four weeks, and the tests are conducted in a manner that minimizes disruption to regular classes.
- After the progress test, students receive a TOR (Transcript of Records). Official feedback and advice from the school are provided through the TOR.
- Weekly tests cover patterns, vocabulary, and syntax, ensuring they are relevant and necessary for students in all courses.
- IELTS and TOEIC students are evaluated through Mock Tests held every Saturday, and error checking and problem-solving are conducted during class time.
- Based on test results and evaluations, students receive feedback such as class changes or counseling, depending on their level progression. Penalties, such as mandatory self-study, may also be applied if necessary.

Teacher Reservation

- If a student cannot be immediately assigned their preferred teacher, they may make a reservation.
- Students may reserve up to 3 teachers, and they will be informed at the time of reservation when the selected teacher is expected to be assigned.

Use of Textbooks

- Each subject must use a textbook selected by the coordinator. The class should consist of 70% textbook use and 30% handout printouts.
- For short study periods (1-3 weeks), one textbook may be shared by two teachers. The units of the textbook must be divided appropriately.
- Starting in the second half of 2026, the main textbook will be replaced with an e-book.

Adding or Switching Classes

- Adding a 1:1 class or switching from a group class to a 1:1 class will incur a fee.
- Switching 2-3 group classes into a single 1:1 class is not allowed.
- If a student's level is too low to adapt to group classes, they may be assigned only 1:1 classes for up to 4 weeks.

Classroom Etiquette

- Mobile phones are not allowed during class. Please avoid using your phone, even as a dictionary.
- Personal matters should not be discussed in class.
- Sensitive topics such as gender, race, politics, and religion are not covered in class.
- Maintain a respectful distance from the teacher and avoid physical contact.
- Follow an appropriate dress code: leggings and revealing clothing are not allowed.
- Maintain personal hygiene: brush your teeth after meals and use deodorant.

Sustaining Student Engagement and Progress

- The stage (school unit) may vary depending on the student's level. For example, Stage 4 covers intermediate and higher levels, including Business and IELTS; Stage 3 covers pre-intermediate levels and TOEIC; while Stages 1 and 2 cover beginner to elementary levels.
- If there is no improvement in the student's level or score, management may replace the teacher regardless of the student's preference.

Management Authority and Responsibility

- Improving a student's level is the responsibility of academic management and buddy teachers. Management may take any actions within its proper authority to achieve this goal.
- If necessary, management may change a student's program or teacher.
- Penalties may be imposed on students who neglect their studies or disrupt school operations.

Penalties: Written Warning, Expulsion

- **MANDATORY SELF-STUDY:** STUDENTS WHOSE ACADEMIC LEVEL DOES NOT IMPROVE OR WHO RECEIVE A WRITTEN WARNING ARE REQUIRED TO ATTEND MANDATORY SELF-STUDY ON SATURDAYS (3-5 HOURS).
- **WRITTEN WARNINGS:**
 - ✓ Starting from Level 201, the use of mobile phones for dictionary purposes is also restricted. Therefore, please review any unfamiliar words in advance or check their meanings after class. This method is recommended in ESL education.
 - **Exceptions:** (1) Cases where you need to respond to important messages, such as those regarding business or health. (2) Cases where an English dictionary must be used due to a significantly low level of English proficiency (101+ or lower).
 - ✓ Continuous chatting or failure to use designated topics/textbooks.
 - ✓ Disturbing other students' studies.
 - ✓ Three absences per week (Monday-Friday).
 - ✓ Being late up to five times per week (5 minutes late counts as tardy).
 - ✓ Absence from progress tests.
 - ✓ Absence from Evening Class, Saturday Class, Weekly Test, or Mock Test (Sparta students).
 - ✓ Failure to follow instructions from teachers or management.
 - ✓ Damaging notices.
- **SERIOUS MISCONDUCT:** THE FOLLOWING ARE CONSIDERED SERIOUS VIOLATIONS, AND A SINGLE INCIDENT WILL RESULT IN EXPULSION:
 - ✓ Threatening behavior toward teachers or management.
 - ✓ Intentional physical contact with teachers or staff in the classroom or on campus.