



Alliance Française

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# LEARNING CONTRACT



As part of our commitment to quality courses and in order to follow the progress of our learners the Alliance Française Bordeaux Nouvelle-Aquitaine makes pledges in relation to the setting up and follow up of the classes. As the learners themselves are important in their own training the AFBNA also asks them to respect a certain number of conditions which contribute to the smooth running of the courses.

## THE COMMITMENTS OF THE ALLIANCE FRANÇAISE BORDEAUX NOUVELLE-AQUITAINE

**TEACHING STAFF** : the Alliance Française Bordeaux Nouvelle-Aquitaine employs teachers who are qualified in teaching French as a Foreign Language and who already have several years of teaching experience.

**CLASS SIZES** : the class sizes are between 10 and 16 students.

**METHODOLOGY** : the AFBNA includes the methodology and approaches of the CEFRL\*. The activities engage the students in acting and reacting to the real situations, both every day and in the world of work. Communication, inter cultural exchanges and individual progression are prioritised.

**ASSESSMENT** : in order to follow the progress of the students the AFBNA has put together an evaluation process :

- a diagnostic assessment at the beginning using a levelling test
- a weekly formative assessment
- a summative assessment at the end of the course
- a self-evaluation via a portfolio

**FEEDBACK** : the AFBNA regularly holds meeting for students to collect the comments on the organisation of the classes.

At the end of the stay they are asked to complete written feedback on the pace, content, methodology and the types of activities used in class.

**LEARNING SUPPORT** : in order to help students who are struggling in class the AFBNA has arranged extra support classes. On an 'ad hoc' basis, for a set period and in response to specific needs, these lessons are offered by the teachers.

**CERTIFICATES** : learners are given various documents to justify their training at AFBNA:

- a training report, showing the progress made and the number of hours completed
- a level certificate, awarded to each learner who passes a summative assessment. It shows the level reached by the learner on the CEFRL\* scale.

**COURSE MATERIAL** :

- The AFBNA uses French as a Foreign Language course books which reflect the methodology and progression as defined by the CEFRL\*.
- Classrooms are equipped with a computer, an internet connection and an interactive screen or projector. Textbooks are accompanied by a digital version.
- The AFBNA digital learning platform provides access to course summaries and complementary activities. A private social network for the class, the platform offers the possibility of exchanging information with the other students in the class as well as with the teacher.

FRENCH COURSES

- AFBNA has a resource centre with a library, computers connected to the internet and digital activities for independent work. Open Monday, Tuesday, Thursday and Friday afternoons.

### THE COMMITMENTS OF AFBNA STUDENTS

As participants in their own right students at the AFBNA must respect the rules and expectations that ensure the smooth running of the classes.



**TIMINGS** : morning classes start at 9am, afternoon classes start at 1.30 or 2pm and evening classes at 6.00 or 6.30pm.

Any lateness can disrupt classroom activity for both the teacher and students. All students are therefore required to respect the class timings. Any arrival later than one hour will be marked as an absence.

**ASSIDUOUSNESS** : students are required to be constant. Lateness and repeated absence disrupt the smooth running of lessons. Progress in learning cannot be guaranteed by the AFBNA if students regularly miss classes. Repeated absences can result in a group change or retaking the same class if the teacher assesses that the student does not have the necessary knowledge to continue the level or go on to a higher level. An 80% rate of presence is compulsory to take the summative assessment. Please note that attendance at the summative assessment tests is compulsory.

A register is taken for each session and absences are registered in a database. Training reports take absences into account.

Emails are sent after several unjustified absences. Students are to inform the reception service regarding any expected absence and to send proof of absence.

**FRENCH LANGUAGE** : French is the common language for teaching and communication in the classroom.

The teachers encourage student to use as much French as possible, and to do this whatever their level in a natural way to ensure the best possible progression.

**PARTICIPATION** : the progression of learners relies upon their engagement in the learning process.

AFBNA teachers work with students to be independent and active encouraging reflection, oral contribution and interaction. They therefore expect students to show an interest in the classroom activities and to engage with other learners.

Homework is given regularly in order to practise what has been covered in classes or to prepare for the next session. Learners should ensure homework tasks are completed regularly to guarantee their progression.

**CONCURRENT CLASSROOMS** : to meet all students' needs, concurrent classrooms can be arranged. They allow online students to take the same class at the same time as face-to-face students. To ensure the smooth running of these classes, students willing to switch from online to face-to-face (or face-to-face to online) during a session must inform their teacher and the education office at least one working day in advance. These changes must remain exceptional.

**COURSE MATERIAL** : we advise students not to buy the course book before the first class as a change in the level can mean a change in the course book. Once the level has been confirmed by the teacher students are asked to obtain the course book and work book as soon as possible. Photocopies can be issued on the first day, but not after this.

The Head of Education

