



## English Path

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*To create the world's most accessible  
and innovative language school that  
changes lives through education.*



# English Path Global Induction Policy

## Version History

Version	Author	Reviewed by	Pages	Approved by	Date published
4	Mike Summerfield	-	5	Sian Matos (Regional Manager UK and Ireland)	18.06.2025
3	Mike Summerfield	Juliette Synnott - Lee	6	Mike Summerfield (Managing Director)	06.09.2023
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1	Mike Summerfield	Sian Matos	3	Mike Summerfield (Managing Director)	16.07.2021

## Introduction

This policy outlines the induction procedures for all students at English Path. It ensures that every student receives the information, support, and guidance needed to begin their course successfully. The policy includes details of both pre-arrival and on-site induction processes and reflects our commitment to student welfare, academic readiness, and quality assurance across all centres.

*Translations available. Please ask Student Services.*

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## 1. Purpose

The purpose of this policy is to ensure that all students enrolling at English Path receive a structured and comprehensive induction experience that supports their academic success, well-being, and integration into the school community. The induction process provides key information about life at English Path, enables students to meet staff and peers, and ensures compliance with key policies and safety procedures.

## 2. Scope

This policy applies to all students enrolled in English Path courses at any location. It covers both the pre-arrival and on-site induction processes and outlines the responsibilities of staff involved in the planning and delivery of induction.

## 3. Definitions

- **Induction:** The process of orienting new students to the academic, social, and administrative aspects of their course and the wider English Path environment.
- **Pre-arrival induction:** An online session delivered before the student arrives in the UK, designed to provide logistical, visa, and arrival-related information.
- **Code of Conduct:** A document outlining expected student behaviour, which is signed at induction to confirm attendance and agreement.

## 4. Responsibility

The Student Services team is responsible for the organisation and delivery of both pre-arrival and on-site student inductions, supported by academic and centre staff. Centre Directors oversee local implementation and ensure records are maintained. The Quality Assurance team reviews feedback and ensures consistency across sites.

## 5. Policy & Procedure

### Pre-arrival induction

All students are invited to attend a live online induction session prior to arrival, organised and delivered by the Student Services team of their chosen school. This invitation is communicated via email with joining instructions. The session is delivered on Teams and provides an early opportunity for students to:



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- Meet key members of the English Path team (student services, welfare, and sometimes teaching staff).
- Ask questions and raise any immediate concerns.
- Receive practical information about arriving in the UK, including:
  - Airport transfers and local transport options.
  - What to pack and what to expect at immigration.
  - Accommodation arrangements and first-day logistics.
  - Visa queries and documentation guidance

This session is not compulsory, but attendance is strongly encouraged. A recording or summary is shared by email for students who are unable to attend.

### On-site induction delivery

Student induction continues on the first day of each student's course through a face-to-face presentation at their centre. The session is facilitated by designated student services or centre staff, using a slide deck hosted on the organisation's Canva platform. Each slide deck is based on an EP template to ensure consistency but is tailored to its particular centre. In some cases (e.g. online-only courses or unexpected delays), induction may be delivered virtually.

### Content overview

The in-person induction covers the following areas:

- (i) information about the centre
- (ii) provider approach to teaching and learning
- (iii) description of academic programme and assessment
- (iv) lesson schedules and breaks
- (v) safeguarding arrangements for young learners (U18)
- (vi) events programme and practical skills workshops
- (vii) opening a bank account
- (viii) practical advice, e.g., getting sim card, local insurance arrangements and EP staff who can help
- (ix) what to do and who to contact in an emergency
- (x) learner responsibilities, e.g., in relation to entry visa and/or immigration permission
- (xi) provider responsibilities
- (xii) health and well-being
- (xiii) management of emergencies
- (xiv) local events and organisations of interest
- (xv) cultural and inter-cultural awareness
- (xvi) code of conduct for adults and for young learners
- (xvii) complaints and grievances procedures
- (xviii) discipline procedures
- (xviii) academic integrity

### Documentation and records

Attendance at the in-person induction is recorded through signed acceptance of the Student Code of Conduct. These documents are retained digitally. Attendance at the pre-arrival session is also logged, where



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possible, and students who miss either session are followed up by the student services team to ensure full onboarding.

### Post-induction follow-up

Following induction and the local area tour, students receive details of their course allocations, schedules, and classroom locations. Where additional needs are identified during induction or testing, staff provide further support or referrals.

## 6. Policy Review

This policy is reviewed annually or as needed in response to changes in internal procedures, best practice, accreditation guidelines, and/or legal requirements. Updates are approved by the Senior Management Team and communicated to staff and students.

## 7. Related policies

The following policies are available on our [website](#)

- English Path Safeguarding Policy
- English Path Health & Safety Policy
- English Path Code of Conduct
- English Path Statement of Student Rights and Responsibilities

*This policy document was developed with the assistance of AI technology to support clarity, compliance and alignment with international accreditation standards.*