

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

WESTMINSTER CANADIAN ACADEMY

GYEONGGI-DO

SEOUL, REPUBLIC OF KOREA

October 29-30, 2015

## INTRODUCTION

On October 29-30, 2015 a Certification Inspection was completed on Westminster Canadian Academy (WCA) in Gyeonggi-Do, Republic of Korea, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC Global Education Program – Offshore Schools Certification Agreement*. The inspection Team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Doug Lauson (Chair) and Hugh Gloster.

The School's BC Program has an enrolment of 38 students, in Grades 1-12. Westminster Canadian Academy is located on a small campus that consists of three buildings, two for teaching and one housing the cafeteria.

During its visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the School's Owner/Operator, BC Principal, BC Teachers and office support staff.

The Owner/Operator, Mr. Jung Kung Woo, is responsible for the BC Program. The school has been certified since 2013 and the current Certificate is valid to June 30, 2016.

The BC Program's philosophy, objectives and special features include:

- a Mission Statement "to offer a holistic education which enable students to develop their individual potential and to acquire knowledge, skills and attitudes needed to contribute to a healthy society and prosperous global economy",
- a Vision Statement that sees their students as "creative, self-directed problem solvers, who are confident in their own abilities and demonstrate an appreciation for the rich diversity of life",



- a diverse after-school club program that provides opportunities for students to participate in activities outside the classroom environment,
- a English Language Learner program that replaces the previous College Guidance Team (CGT) program to support students in their English language acquisition.

The Team would like to thank Westminster Canadian Academy for its hospitality, cooperation and preparedness for the inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met

**Comment:**

In the last Ministry inspection of November 2014, WCA was required to attend to five requirements. Several of these requirements were related to the fact that WCA had moved into its new buildings one week before the inspection team arrived. These items were satisfactorily addressed in a response to the Director of International Education by February 27, 2015.

**OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0**

**2.1 The Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (The Agreement).**

Requirement Met       Requirement Not Met

**Comment:**

The Team examined the documents regarding the operation and licensing of the school including:

- Operating Registration for Choosa Language Institute Hogwan (Main Building) (September 4, 2015) for Foreign Language school curriculum issued by the Superintendent of Gyeonggi Province, Anyang-Gwacheon Education Office
- Operating Registration for Choosa Language Institute Hogwan (Second Building) (September 16, 2015) for Foreign Language school curriculum issued by the Superintendent of Gyeonggi Province, Anyang-Gwacheon Education Office
- Business Licence for Choosa Language Institute (February 24, 2015) issued by East Anyang Superintendent of Tax Affairs,
- Business Licence for WCA Schooling Cooperative (December 24, 2014) issued by East Anyang Superintendent of Tax Affairs,
- Business Licence for Autonomous Schooling Cooperative (May 7, 2014) issued by East Anyang Superintendent of Tax Affairs,
- Cooperative Registration for Autonomous Schooling Cooperative (April 16, 2014) issued



by the Mayor of Gwacheon City.

For clarity, WCA is operated by the Choosa Language Institute, which is governed by the WCA Schooling Cooperative that used to be the Autonomous Schooling Cooperative. The original company operating the school was Canadian International School Incorporated.

**2.1 (v) The Owner/Operator has completed and filed the Business Plan section with the BC Ministry of Education, confirming the sustainability of the Program.**

Requirement Met       Requirement Not Met

**Comment:**

The Owner/Operator submitted a Business Plan together with the Inspection Catalogue. The Business Plan included a description of the school, a summary of the school/business operations, human resource changes, and how the school attempts to align with International education schools in British Columbia. The Team also examined the School Growth Plan for 2015-16 that includes three strategic goals: (a) focus on English proficiency (b) improve communication with parents and (c) greater use of arts-based methods in teaching and leadership.

**Commendation:**

The Team confirms that the Business Plan provides appropriate information with regards to the school's future plans, particularly as it moves into its first graduating class in September 2016. The Team commends the school on developing the school-wide educational Growth Plan.

**2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the BC Program.**

Requirement Met       Requirement Not Met

**Comment:**

The Owner/Operator has on file in a yellow three-ring binder and available for inspection all the legal and building construction documents.

Since the last inspection, the Cafeteria, Library, Computer and Science labs have been opened and the playfield completed. The school must add to its science lab equipment to enable onsite hands-on experiments to the senior science students. The cafeteria has been inspected for food safety. The Team examined the Fire Fighting Facilities Reports of the main building, second building and cafeteria (September 2, 2015). All three reports indicate that the school is in compliance with the local requirements. The Team also examined the written Emergency Action Plan that outlines responsibilities and roles of teachers in case of emergency.



Commendation:

The school is compliant with fire regulations and has a good fire drill action plan to protect students.

Requirement:

Complete the facility upgrades necessary as outlined in the graduation planning document, to offer hands-on laboratory experiences to students who choose senior science electives.

### ADMINISTRATION 3.0

**3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.**

Requirement Met       Requirement Not Met

Comment:

**The Owner/Operator has not appointed an individual to act as the Offshore Program Consultant, but has conferred these duties on the School Principal, as outlined in the *Certification Agreement, Schedule B, Part II 4.***

**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

Comment:

The Principal has nine years of experience in administration and 11 years as a teacher, joining the school as Vice-Principal from an international school in Kuwait. In 2014, he assumed the position of Principal of WCA. The Principal also performs the duties of the Ministry Liaison and meets all the requirements as outlined in section 3.3 of the inspection Catalogue. He actively participates in the interviewing and selection of students and makes the final decision of acceptance. He also evaluates teachers on a three-year cycle that resembles clinical supervision in the first year and personal growth plan development in the second and third years. The Team examined his contract and job description and confirms that the employment relationship is appropriate.

Commendation:

The Principal led the school through its transition from the previous building to the new campus last October, during which the Ministry inspection was held. The Team commends the Principal for attending to the requirements of the last inspection report in a timely



fashion. He is also planning for the implementation of the new curriculum in September 2016.

**3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Principal is assisted by three support staff who work in the administration office in the areas of Executive Assistant, marketing and general duties. The Team examined the job descriptions of the three support staff. It also examined the job description of the Facilities Manager/School Bus Coordinator. The school does not utilize a school administration software product due to its small size. The student records are maintained manually.

**Commendation:**

The administrative support Team appears to work well in providing appropriate functional support to the Principal for the smooth operation of the school. The job descriptions are appropriate for the positions described.

**3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team examined the student records that are stored in a filing cabinets in the Principal's office. Each student's file contained all the documents required, including the PSR card. In addition, the student file contains local documents required by the school such as photocopies of the passport, medical history, indemnity agreement and several other policy agreements.

**Commendation:**

The student records are well organized and stored, allowing easy access to student information.

**3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team examined the teacher files that are stored in three ring binders and are kept in the



Principal's office. The Team confirms that each teacher's file contains the requirements listed in Section 3.6.4 of the Inspection Catalogue. **The Team confirms that all Authorized Persons under The Agreement possess valid and current certification under the BC Teacher Regulation Branch, except for one who has a letter of exemption (October 22, 2015) from the Director of International Education.**

The Team also examined the Chinese teacher certificate issued to the Mandarin teacher by the National Board of Education of the People's Republic Of China. The appropriate criminal record checks were also examined for the teachers and support staff.

The teacher's contracts were examined in detail and meet the requirements of the Agreement. In addition, the teacher files contain a number of local documents including resumes, copies of degrees, reference letters, etc.

Commendation:

The teacher files are systematic and organized.

#### EDUCATIONAL PROGRAM 4.0

##### **4.1 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

Comment:

The process for accepting a student into WCA typically starts with a parent visit to the school where they receive information from the office staff and are often taken on a tour of the school. If parents wish to proceed to the next stage, an interview is then arranged with the Principal and an assessment is booked for the prospective student. The following elements are typically part of the student assessment:

- An oral interview, using questions appropriate to the student's age and grade level, to check for understanding
- A piece of written work is then given to the student to read out loud, and it is followed by further silent reading and questions to check for comprehension and knowledge of vocabulary
- Spelling and grammar are also reviewed based on a piece of writing the student provides
- A Math assessment that mostly involves calculations as well as some word problems

Other information is also gathered about the student, including reports from the previous school and any input from the parents. Based on this information, staff look at the overall profile of the student and decide whether entry into WCA is likely to set the student up for success in the future. The Principal makes the final decision regarding acceptance of the



student.

In keeping with its Vision Statement, it is also important to note that the staff of WCA have considered the 'whole child' when making decisions about entry to the BC Program. While some students have not been accepted based on the criteria established, others have had support programs built around them to ensure success.

Commendation:

The staff of WCA are commended for designing Individual Education Plans (IEP's) to best meet the needs of students requiring additional support beyond what would normally be expected.

**4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

Comment:

Westminster Canadian Academy currently offers the BC Program up to and including Grade 11. As it is relatively new to offering the Graduation Program, it does not have a history of dealing with students requesting equivalency credit for prior learning or challenging existing courses. At the time of inspection it did not have a policy in place regarding dealing with course challenges or requests for equivalency credits.

WCA is currently not offering any BAA courses. It is offering Chinese Language Arts for Grades 5-8, 10-11, and an exemption letter is on file as is proof of local teacher certification.

Requirements:

WCA is required to develop a policy for dealing with requests for challenge or equivalency credit.

**4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.**

Requirement Met       Requirement Not Met

Comment:

During the inspection, the Team reviewed the overviews that were developed for each of the courses being taught at all grade levels. These were well done and provided a plan for ensuring that all the learning outcomes outlined in the BC Curriculum would be covered. Short-term



planning was less consistent from teacher to teacher with many variations in format and content being observed. Most planning, however, did reference the topics and learning outcomes to be covered, the time required, as well as the teaching strategies and activities to be used. Assessment techniques, including references to formative assessment was noted in much of the short-term planning.

**Commendation:**

The teachers of WCA are commended for the detailed Course Overviews they have developed that are aligned with the learning outcomes specified within the BC Curriculum.

**4.4 The School meets the Instructional Time Allotments requirements as outlined in Section 4.4 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

The Team confirms that all instructional time requirements as specified in the Primary, Intermediate and Graduation Programs are being met. The school's timetable is structured on a linear basis with elementary students attending from 8:30 a.m. - 3:30 p.m. each day. Secondary school students have the same start and end times, however the high school program is structured around four 90 minute blocks per day, with an adjusted schedule for all students on Fridays. All students at WCA attend a mandatory one-hour clubs day after school on Tuesdays and Thursdays where they participate in a variety of co-curricular and extra-curricular activities. Grade 1 to 11 students receive 1020 contact hours per year, which exceeds the instructional time and learning outcome requirements.

The Daily Physical Activity (DPA) requirements established by the Ministry of Education are being met in a variety of ways. WCA teachers at the elementary level timetable DPA into their schedules on the days the students do not have their regular PE Class. Students in the secondary program up to Grade 10 have 150 minutes of PE in their schedules. Students in Grade 11 are tracking their physical activity as part of their preparation for completing Grad Transitions.

In terms of supporting teachers to develop strategies to enhance instruction for English language learners, the school has been encouraging teachers to post resources and websites that are useful for instructing in an ELL environment to the school's Google drive. Staff meetings are also used as a way to share information about 'best practices'. The November joint professional development day with some of the other offshore schools in Korea will be another opportunity for teachers to network with colleagues in similar assignments about what works best for them.



**Commendations:**

The staff of WCA is commended for the after-school Clubs Day program they offer to their students. The staff is further commended for the infusion and integration of arts education, including video and film, into the educational program of the school. This aligns with item 2.1 in the school's Strategic Goal Plan, and is unique to the program being offered at WCA.

**4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team observed a number of assessment methods, both formative and summative, being used in most subject areas. Rubrics were being used extensively throughout the school, as were the Performance Standards.

School-wide assessments are done at WCA to identify students from each class who could benefit from the comprehensive support programs the school has developed. All students from Grades 1-9 are also scheduled into the Language Lab program where a project-based learning approach is used to engage students in activities designed to enhance their reading, writing, speaking and listening skills. Those who have been assessed to need even more support, benefit from either a 'pull out' or 'push in' approach, where the ELL specialist works with individuals and small groups on enhancing their English language proficiency.

With regard to provincial exam results, for the 2014-15 school year it was noted that a close correlation existed between the school and provincial exam marks in English 10, Science 10 and Foundations of Math and Pre-Calculus 10. In fact, the average exam marks and blended school and exam marks earned by WCA students were very strong and better than many onshore schools.

**Commendation:**

The staff of WCA is commended for the excellent support programs that have been put into place to enhance the skills of all students in the school.



**4.6 The School meets the Learning Resources requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

WCA is adequately equipped in terms of library, computer and print resources to be able to deliver the BC Program.

The school library was established following a previous inspection and the collection has expanded significantly since then. It now contains close 2,500 items, and an order for more non-fiction print materials was being prepared.

During the inspection the Team also noted the presence of significant computer resources. All teachers had their own computers, connected to LCD projectors, for use in their classrooms. The Team also confirmed that a wireless internet connection existed throughout the school and students in grades 7-12 come to school with iPads every day. Consideration is also being given to expanding the iPad program to Grade 6 next year. The school is also equipped with a computer lab containing 12 Mac computers that can be booked for use by a variety of classes and is also used for the administering of Provincial Exams.

During the inspection the Team confirmed that adequate print resources were in place to support the delivery of the BC Program. Along with the appropriate textbooks, teacher guides and workbooks for core courses, teachers also had a variety of supplemental learning resources at their disposal, such as the Nelson Literacy Place and guided reading kits.

**4.7 The School meets the Student Progress Report requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

WCA produces detailed report cards that include letter grades, work habits, attendance information, along with detailed comments. The school includes a section on the reports that provides a definition of the letter grades that are included as well as an explanation of the 4 point scale that is used to report the progress level of the students in each of the major learning outcomes that have been covered in individual subjects for that term. These reports are sent out in November, March and June, and an interim report is also sent home in February. The formal report cards also provide Suggestion as to how parents may best support their child's learning, and they are invited to provide comments back to the school. Parent-teacher conferences are held in November, and student led conferences are scheduled in February. During the second set of conferences, students share their learning portfolios with their parents.



Beyond the structured reporting process, WCA has a variety of less formal ways of communicating with parents and students. These include open houses, class and school website information, emails and phone calls home. Parents are encouraged to contact teachers directly with any questions or concerns, and translation services are provided as needed.

**Commendation:**

The staff of WCA are commended for the detailed reports that are provided to parents.

## **POLICY DEVELOPMENT 5.0**

### **5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team examined the school Parent/Student handbook which was updated for 2015-16. The handbook contains appropriate information for parents and students covering topics including student code of conduct and discipline, parent concerns and protocols, and other general information.

**Commendation:**

The parent/student handbook is well written and organized.

### **5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Team examined the staff handbook which was revised for 2015-16. The handbook is very detailed and is divided into five general sections: (a) Mission Statement and School Philosophy (b) Professional Roles and Responsibilities (c) School Organization (d) Assessment and Evaluation (e) School Routines, Procedures, Forms and Information. Each section contains detailed information required by teachers to help them understand their roles and responsibilities.

**Commendation:**

The handbook is well written and explanatory and is a valuable resource to a new teacher joining the school.



**Appendix 5 The School meets the Distributed Learning requirements as outlined in Section 18 of The Agreement and Appendix 5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met       Not Applicable

Comment:  
WCA does not offer any Distributed Learning Courses.

## CONCLUSION

### Commendation

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Western Canadian Academy for:**

- providing the opportunity of a British Columbia education to local national children in a safe and caring atmosphere, that, upon completion, will provide a gateway to Western universities,
- designing good course overviews that provide evidence that the provincial learning outcomes are being covered,
- a comprehensive admissions program that considers the whole child,
- using a quality diagnostic process and support program for assisting students in English language acquisition e.g. School wide write, identifying the neediest kids, data collection and teacher input to design the pull out/push in support program that is based on these data. This results in the development of Individual Education Plans to meet the needs of children requiring more assistance,
- a diverse afterschool clubs program that provides students with the opportunities to participate in extracurricular activities,
- teaching in creative ways that allow student learning to be participatory,
- well organized student and teacher records.



## Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2016, the Owner/Operator provide the Director of International Education, responsible for BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- Complete the facility upgrades necessary as outlined in the graduation planning document, to offer hands-on laboratory experiences to students who choose senior science electives,
- Develop a local school policy for adjudicating Challenge and Equivalency applications.

## SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Western Canadian Academy continue to be recognized as a British Columbia Certified Program.

