



**English as an Additional Language Service (EAL)**

## Checklist for the enrolment & induction of EAL pupils (Primary School)

HT/DHT with responsibility for admission of EAL pupils \_\_\_\_\_

**Pupil Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Enrolment date:** \_\_\_\_\_

	Yes	Comment
<b>Arrangements for Enrolment Meeting (Week 1)</b>		
Pre-enrolment information received from Admin.		
Confirm language spoken by parent/carer(s)		
Letter re. enrolment meeting issued to parent/carer(s)		
Arrange enrolment meeting date - HT/DHT		
Contact parent/carer(s): arrange and confirm enrolment meeting through an interpreter if required		
Organise interpreter ( <a href="#">see guidelines on asn-aberdeenshire</a> )		
Inform EAL teacher		
Invite class teacher (if known)		
<b>Enrolment Meeting (Week 2)</b>		
Check pronunciation of pupil's name		
Check child's birth certificate.		
Complete enrolment forms with the help of the interpreter Record Level of English as <b>Not Assessed</b> on Enrolment Form until Initial Assessment by EAL Teacher		
Complete EAL Referral Form – please complete all sections and ask for parent/carer signature - Explain 'EAL Support'		
Discuss previous schooling: - literate in first language - subjects and languages studied - achievements - favourite/best subjects - years of English language experience - attendance/any breaks in education		
Permission from parent/carer to send letter to previous school to: - confirm pupil's enrolment in new school - request school/psychological/medical reports		
Complete Health Forms		
Confirm ASN (other than EAL)		
Confirm Medical Information		
Ensure parent/carer(s) have school's contact info and that school has direct contact for parent/carer(s)		
Explain how the school communicates with parents/carers and parental engagement		
Obtain information on future aspirations, extra-curricular skills and experience i.e. sports, music, hobbies, language/religious schools attended		
Obtain any other relevant information relating to culture, food, clothing, jewellery, etc		



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	Yes	Comment
Clarify transport arrangements if applicable		
<p>Explain school key information which may be very different to the family's own experience</p> <ul style="list-style-type: none"> <li>– times of school day</li> <li>– break/lunch arrangements – packed lunches, healthy eating, free school meals (translated information on free school meals for P1-3 is available).</li> <li>– holiday patterns, occasional days and in-service days (refer to leaflet)</li> <li>– school uniform</li> <li>– non-uniform/dressing up charity days</li> <li>– information on after school and lunchtime clubs</li> <li>– library system</li> <li>– houses (if applicable)</li> <li>– PE kit and Art apron</li> </ul>		
<p>Explain Scottish education system which may be very different to the family's previous experience</p> <ul style="list-style-type: none"> <li>– school policies and routines <b>NB Absence Policy</b></li> <li>– ages of schooling (nursery, primary, secondary)</li> <li>– P1 is first year in school</li> <li>– CfE: how pupils are assessed (mostly formative assessment, some summative assessment)</li> <li>– homework and how parents/carers are asked to support it</li> <li>– how parents/carers can support learning in general</li> <li>– show example of report</li> <li>– home alone guidelines</li> </ul>		
<p>Provide parent/carer(s) with translated materials below, if available</p> <ul style="list-style-type: none"> <li>– fire drill</li> <li>– bad weather – information about phone line/website</li> <li>– link to translated and interactive, visual school menu</li> <li>– information on free school meals</li> <li>– <i>CfE Four Capacities</i> and explanation of levels</li> <li>– Aberdeenshire visual holiday calendar</li> <li>– leaflet on reading with their child (if age appropriate)</li> <li>– Be Bilingual Leaflet</li> </ul>		
Show parent/carer(s) around school		



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<b>Before Induction</b>		
Share information and resources with teacher		
Identify potential buddies		
Check that resources are ready for induction day i.e. visual timetable, bilingual/visual dictionary		
<b>Induction Day</b>		
Provide visual timetable and other resources		
Introduce to buddies		