



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

## Checklist for the enrolment & induction of EAL pupils (Secondary 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)		
Inform HT/DHT - arrange enrolment meeting date		
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/Invite EAL teacher		
Invite PT ASL/Guidance		
<b>Enrolment Meeting (Week 2)</b>		
Check spelling and pronunciation of preferred 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: - literacy in first language - subjects and languages studied - qualifications - 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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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 (cashless canteen)</li> <li>– holiday patterns, occasional days and in-service days (refer to leaflet). School year starts before summer holiday.</li> <li>– school uniform</li> <li>– non-uniform/dressing up charity days</li> <li>– information on after school and lunchtime clubs</li> <li>– Young Scot Card/Library system</li> <li>– Houses/Guidance</li> <li>– PE kit</li> <li>– Home Economics and Technical payment</li> </ul>		
<p>Discuss 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>– post 16 options</li> <li>– CfE: how pupils are assessed (mostly formative assessment, some summative assessment)</li> <li>– subject choices from S3 including ESOL</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> </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>– information on free school meals/uniform</li> <li>– <i>CfE Four Capacities</i> and explanation of levels/exams</li> <li>– Aberdeenshire visual holiday calendar</li> <li>– Be Bilingual Leaflet</li> </ul>		
Show parents/carer(s) around school		



## English as an Additional Language Service (EAL)

<b>Before Induction</b>		
Plan initial support arrangement in consultation with ASL & EAL		
Create timetable		
Inform subject teachers of new pupil arrival and share key information with guidance and subject teachers		
Identify potential buddies		
Check that resources are ready for induction day e.g. timetable, computer access, SCHOLAR log in, bilingual dictionary		
<b>Induction Day</b>		
Provide timetable and planner		
Introduce to buddies & subject teachers _____		