



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
Arrangements for Enrolment Meeting (Week 1)		
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 – use EAL Interpreter Request Form/Language Line if required		
Organise interpreter (EAL Interpreter Request Form)		
Inform EAL teacher		
Invite class teacher (if known)		
Enrolment Meeting (Week 2)		
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 Not Assessed 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		
Give parents an ' information card ' and explain that in the event that they need to leave they should give it to their child's new school so that they can confirm their child is in education and so that any relevant information may be shared to support their child.		
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		



English as an Additional Language Service (EAL)

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



English as an Additional Language Service (EAL)

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