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| English as an Additional Language |
| Guidance for schools on enrolling pupils who have arrived from Ukraine |

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# When families contact or arrive at the school

* **You may need an interpreter.** Confirm the language spoken by the parent/carer. Languages are likely to be Ukrainian or Russian. They can point to the relevant language below if necessary:

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* Use a telephone interpreter to communicate with the parent if required. Click on this [link](https://asn-aberdeenshire.org/wp-content/uploads/2021/08/Using-a-telephone-interpreter-in-school-Final-2021-2022.docx) to find out how.
* Ask the parent to complete a translated pre-enrolment form. Either ask them to come back on a specific date/time with relevant documentation, or if you need time to arrange a meeting, give them a translated letter to parents re enrolment and then use a telephone interpreter to invite them to come to school when you have confirmed a date and time. You can find the Russian pre-enrolment form and letter to parents on the Ukraine Resources for Schools team on Microsoft Teams. Ukrainian translations of the forms are to be added shortly.

# Enrolment meeting

* This will be an important opportunity to share information and for parents/carers and school to ask any questions they have. A little time spent at the beginning can help to prevent misunderstanding later.
* Follow EAL good practice for enrolment – see [EAL Guidelines](https://asn-aberdeenshire.org/english-as-an-additional-language/#guidelines)
* Complete an [EAL Referral](https://asn-aberdeenshire.org/wp-content/uploads/2019/09/EAL-Referral-Form-September-2019.docx) and send to [eal.service@aberdeenshire.gov.uk](mailto:eal.service@aberdeenshire.gov.uk)
* Depending on the needs of the child, they could have a phased entry into school i.e., in Primary they could start the first week with half days and in Secondary start with a reduced timetable and gradually build towards a full day/timetable.

# Starting School

Having a routine will be so important for children as they adjust to living in a new country and as they begin to process everything they have experienced, and that they are still going through. A lot may be different not only language, the curriculum, pedagogy, approaches to parent engagement etc but also more general things like music, food, and a range of other things that make up everyday life. The EAL service can offer and signpost training and resources that will support children, families and the school. See below for more links and information.

In Secondary school, consideration should be given to previous learning and the language demands of different subjects. Further information can be found in the EAL secondary course on ALDO. The EAL Service can also advise on subjects and on SQA ESOL (English for Speakers of Other Languages). See also the Aberdeenshire EAL Service ESOL Policy.

# Resources

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You can find a range of resources on the [Ukraine Resources for Schools team](https://teams.microsoft.com/l/team/19%3aCX7h0he1wJpRR9qEemN2Ix1UbTXpnYonLmd5qtctjq41%40thread.tacv2/conversations?groupId=83257c27-8dd0-43f4-bca5-a98f28fa12dd&tenantId=fed99306-4d2d-4409-959d-d0edb7304a0b) on Microsoft Teams. These include translated information for parents, translated comments to support home school communication and a range of translated resources to support children.

**Lots of resources and information from the children’s commissioner for Wales** [Resources to support Ukrainian refugees - Children’s Commissioner for Wales (childcomwales.org.uk)](https://www.childcomwales.org.uk/resources/resources-to-support-ukrainian-refugees/) including this [**PDF document**](https://www.childcomwales.org.uk/wp-content/uploads/2022/03/Information-educational-sources-for-Ukrainian-children-en.pdf), by the Ukrainian Parliament Commissioner for Human Rights, which lists web resources and portals to help Ukrainian children to study while abroad.

**Guidance documents now available in Ukrainian (**[**Bell Foundation**](https://www.bell-foundation.org.uk/)**)** [These free guidance documents](https://bell-foundation.us17.list-manage.com/track/click?u=402fcb486e46d386cd4b6e463&id=814ec559c2&e=819ba92e89) for parents of EAL learners 'Helping Children Learn' and 'About the English Education System' are now available in Ukrainian to support refugees from Ukraine.

**Supporting discussions with children about Ukraine** Our fantastic educational psychology team has pulled together resources to support parents, carers, teachers and school staff to have discussions with children and young people about events in Ukraine: [https://bit.ly/TalkUkraine](https://t.co/YD8J7y5bO8)

See also:

* [Resources to support classroom conversations about Ukraine (sec-ed.co.uk)](https://www.sec-ed.co.uk/resources-products/resources-to-support-classroom-conversations-about-ukraine/)

**Free Ukrainian resources on Twinkl** [Ukrainian Teaching Resources (twinkl.co.uk)](https://www.twinkl.co.uk/search?q=Ukrainian&c=246&r=parent) Some examples have been added to the file tab on the Ukraine Resources for School team.

**Resources to support parents and children with learning English** [British Council | Ukraine](https://www.britishcouncil.org.ua/en)

# Training

**Aberdeenshire EAL Service**

The EAL service can offer face to face or online CPD focusing on supporting pupils from Ukraine, including information on trauma and general EAL advice and strategies. You can also access EAL online training courses on ALDO:

* [**Primary Teachers ALDO Course**](https://aldo.aberdeenshire.gov.uk/course/view.php?id=1387)
* [**Secondary Teachers ALDO Course**](https://aldo.aberdeenshire.gov.uk/course/view.php?id=1388)

**Education Scotland**

[**Education Scotland online training module**](https://blogs.glowscotland.org.uk/glowblogs/supportingbilingualism/)

Education Scotland has developed an online training module in partnership with Scotland’s National Centre for Languages and Glasgow City Council to support the [New Scots Refugee Integration Strategy](https://www.gov.scot/Publications/2018/01/7281).

## **Welcoming Refugee Children: Advice and Guidance for Schools (Bell Foundation)**

The Foundation recently hosted a free webinar offering practical advice to schools about welcoming refugee children, with speakers from Schools of Sanctuary, Refugee Education UK and Nottingham Education Sanctuary Team (NEST). [Watch the webinar recording](https://bell-foundation.us17.list-manage.com/track/click?u=402fcb486e46d386cd4b6e463&id=dab9f38953&e=819ba92e89) [Read the blog post](https://bell-foundation.us17.list-manage.com/track/click?u=402fcb486e46d386cd4b6e463&id=b0607acd87&e=819ba92e89)

# FAQs

* Are children entitled to education?

*Yes, families who have come from Ukraine will have a* 3 year Leave to Remain Visa with full entitlements.

* Will families have birth certificates?

They will likely have them but if not they will have a passport and Visa which would be dual confirmation of DOB.

* Are children entitled to free school meals?

*Yes, when families arrive they will be out of work and will be eligible for free school meals.*

* A child from a country bordering Ukraine has arrived, what do I do?

*Follow the normal protocol for whatever immigration status applies to*  *their parent/carer*.

* Should children be deferred into a lower year group?

*If solely for language reasons then EAL guidance is that children should be in the age appropriate year group. Where it is in the best interests of the child and they meet the normal criteria for deferred entry then it is possible that it may be appropriate for some.*

* What support will children get?

*Once referred to the EAL service, an EAL teacher will be in touch to follow up the referral. Next steps for support will be advised based on level of need and capacity.*

* Will children have to go back to the beginning?

*Most children will have been in education until recently and should have been schooled in their first language. They will need time to learn the new language and probably learn the Latin alphabet, but they will already have a lot of concepts and learning to build on. If children are literate in their first language then they will just need to learn what is different about English, not start again from scratch. At enrolment find out as much as you can about their prior learning and their strengths, likes and dislikes.*

* Should children continue learning in Ukrainian too?

*Parents should use their first language at home and should continue developing their language including literacy if they can. Many Ukrainian schools are providing online learning to support L1. It may be that the school provides work for the child to do. Children could be enrolled in your school and learning in English alongside peers, but spend part of the time working on home language work.*

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| **Date** | **Version** | **Status** | **Reason** |
| March 2022 | 1.0 | Guidelines | New draft |
| 28/03/2022 |  | Guidelines | Added FAQ re DOBs  Removed link to MS Teams and inserted comment to explain Ukrainian forms still to be added. |