



Induction Process for Children Joining During the School Year

Including children with English as an Additional Language

Action	Activity	Who is responsible?	When?
Induction meeting	Fill out initial assessment form with parents	New Communities Team/Attendance Officer	First week
	Check all information is correct including spelling and pronunciation of names	New Communities Team/Attendance Officer	
	Explore cultural differences and similarities which will help the child settle in more easily	New Communities Team/Attendance Officer	
	Tour of the school to show parents and child the main areas, especially the toilets, dining area and cloakroom	New Communities Team/Attendance Officer/Class Teacher	
	Share the school's expectations with parents and offer advice on school readiness.	New Communities Team/Attendance Officer	
Pupil information shared	A summary of pupil information is passed to the class teacher	New Communities Team/Attendance Officer/Office Staff	First school day
Preparation for the new child	Assign class buddies, where possible children that speak the same language.	Class Teacher	
New Pupil's first day	Teacher and class buddies will greet the child.	Class Teacher	
	Show child the classroom essentials – toilets, water bottle tray, coat peg and tray etc.	Class Teacher	
	Engage the whole class in introducing the child and learn some words in their home language to help them feel welcome.	Class Teacher	
	Teacher will feedback to parents at the end of the day how the first day went.	Class Teacher	Initial assessment
	Complete and initial assessment checklist and complete the 'International New Arrival Personalised Provision Plan'. Set targets and review after six weeks.	Class Teacher	
Ongoing assessment	Following review of the personalised provision plan set long term targets for the child.	Class Teacher	First few weeks
	Make time for New to English Intervention	Class Teacher	
Ongoing class learning	Plan a variety of collaborative activities for the child to participate in to give them time to get to know all the children in the class.	Class Teacher	