

New EAL Pupil

Where possible, a member of staff who shares the pupil's 1st language will observe and assess the pupil to get a more detailed and informed picture of their knowledge and skills.

EAL staff gather information from parents/guardians admission interview and forms

Admission and Induction

Pass EAL additional admission pupil details to class teacher.

Getting to know new pupil and settling pupil in- buddy

1st Day--Week

SURVIVAL LANGUAGE KEY RING
Take home – parental/guardian support

EAL Staff

- Survival language lessons
- Check with other staff if there are any concerns
- In class support
- Informal observation
- Informal speaking/listening assessment

Class Teacher

- Survival language key ring & buddy
- Informal observation of new pupil
- Use EAL Remember Book (where possible)
- Informal speaking/listening (assess)

TA

- Survival key ring
- Informal observation
- Helping to settle in
- Check with lunch staff if there are any concerns

Progress Meeting

Class Teacher/TA/EAL staff

- Check how pupil is settling in- any concerns
- Outline picture of pupil so far
 - speaking and listening
 - settled in class, playground, etc
 - social skills
- Identify next steps for pupil and support
- Set individual language targets for pupil

