**Enrolment for pupils with**

E A L H i g h l a n d

**English as an additional Language**

**Secondary**

Additional Considerations and Information Sharing with Family and Staff

**Enrolment Appointment**

If the family requires an interpreter, arrange a longer appointment:

* Face to face interpreters are paid for centrally, through Global Language Service Ltd 01463 258839 mail@globalinverness.com .
* Telephone Interpreters are available through Language Line Services. Email alison.roy@highland.gov.uk or your local EAL contact for instructions and phone charges.
* Using same language S5/6 pupils to interpret can limit information sharing and confidentiality.
* Guidance on working with interpreters is available [here](http://web.educationlincs.ftpuk.net/_site_images/cu_10675/766917_l.pdf).

**Enrolment form considerations for pupils with EAL**

**Clarify pronunciation and spelling of the pupil’s name to share with staff.**

**Parent/Guardian Emergency Contact Details p3**

‘One additional contact from the previous country of residence is required where relevant’. This is useful for Child Missing from Education incidents, but is not always appropriate to ask eg enrolling refugee families.

**Additional Support Needs p5**

Please complete home language(s), specifying the main home language.

If the pupil has another ASN, please ask for relevant documentation eg Psychologist’s Report for Dyslexia etc. It would also be useful to book another appointment with SFL/EAL teachers to discuss with parents/carers. Highland Council does not pay for written translations, so this will have to be paid for by the school.

Religion and Dietary information are essential to pass to staff and catering.

**Information and advice for families**

The Scottish System has many differences which need explaining:

* Contact with parents tends to be more frequent and proactive in involving parents/guardians (ie not just when there is a ‘problem’). Please pass on the [Education Scotland](http://schools-online.org/cgi-bin/WebObjects/SchoolWebs.woa/9/wo/klyOjrzkhGVmh86ycwEh9w/3.7.2.2.4.7.0.3.1.1.0.1.0.1.0.1.1.3.1.0.1.0.0) and [Parents as Partners](http://schools-online.org/cgi-bin/WebObjects/SchoolWebs.woa/9/wo/klyOjrzkhGVmh86ycwEh9w/3.7.2.2.4.7.0.3.1.1.0.1.0.1.0.1.1.3.1.0.1.0.0) information available in Arabic, Bengali, Bulgarian, Chinese, Polish, Romanian, Thai, Turkish, Urdu.
* For generic information in the school handbook, it might be appropriate for the interpreter to spend some time explaining this.
* Some standard information is translated into Polish: [Adverse Weather](http://www.highland.gov.uk/downloads/file/246/adverse_weather_guidance_-_polish_translation) [Primary Polish Menu](http://www.highland.gov.uk/downloads/file/6435/primary_school_menu_-_polish) [Free School Meals and Assistance with Clothing](http://www.highland.gov.uk/downloads/file/15014/free_school_meals_and_assistance_with_schoolwear_application_form_-_polish)
* [Highlandlife Information Pack](http://highlandlife.net/information_pack) is available in English, Polish, Russian, Latvian, Chinese, Bengali (information on dentists, libraries and links to High Life Highland etc)
* [English Classes](http://esolhighland.com/) are free across Highland

**Assessment**

**Gathering Information on Language, Previous Schooling, Hobbies and Career Interests**

It is a scotXed requirement that all pupils with EAL are **assessed** for Stage of Language Acquisition. In Highland this is done in order to share **learning targets and strategies** with staff and pupil in line with GIRFEC. It is also a good time to gather further information on **previous schooling, hobbies and career interests**. Basic information can be gathered electronically through <http://newarrivals.segfl.org.uk/english.html> available in 16 languages and prints out automatically in English. This informs subject choice and timetabling. For pupils in S3 and above, this information should also inform course choice, as well as whether SQA ESOL is appropriate.

Pupils and family are normally anxious to start school immediately, but school staff also need to be given information about the new pupil to prepare differentiated lessons as appropriate. The EAL teacher should assess the pupil to gather this information prior to the start date to share with staff.

Buddies can be either same language or not, as appropriate. It might be helpful to have a same language buddy in class to help the pupil settle and you may also consider a buddy who lives in the same street to walk to school with. Senior pupils can be very useful in supporting in class.

**Start Date and Timetable**

Some pupils, depending on needs, may benefit from a reduced timetable for the initial settling in period. This is more likely to be helpful for pupils who are New to English and with other ASN.

