



St Barnabas CE VC Primary School

New Arrivals - Policy

Rationale

All newly arrived pupils admitted to school need to be welcomed into the school community and inducted into school life.

Aims:

1. To provide a planned induction procedure for new pupils from elsewhere in the UK and abroad.
2. To acknowledge and value the skills and previous experiences brought by new pupils, which enrich the school community.
3. To encourage children to be aware of the needs of new pupils and to welcome them.
4. To ensure that Parents/Carers of new pupils are able to communicate with the school and are aware of school procedures.

Guidance:

When school approached by a new family - Head Teacher:

- Check place is available in appropriate year group and check LA admissions have been informed.
- Ensure new pupils and their families will complete the admission paperwork.
- Where the child is in care, ensure that DT for CiC and CT are aware of background as appropriate. Child to be added to the CiC register and tracked accordingly. All information to be gathered by DT for CiC.
- Show pupil and parent/carer around the school and introduce them to the class and class teacher.
- Ascertain if interpreter is needed or if family will be bringing a friend/relative to interpret. Arrange as necessary.
- There should be at least one days notice between the admission interview and the pupils' start date.
- Name and language of new arrival should be passed to the class teachers. The class teacher should look through admission paperwork prior to the child starting school.

School Administrator

- Where appropriate, photocopy birth certificate and passport/Visa/NASS letter.
- Upload family's information to all relevant school and LA systems
- Take a photograph of each new pupil.
- Assist family with Free School Meals application as appropriate.

Office to inform Head Teacher, Inclusion Leader, Class Teacher and EAL LSA:

- Name, year group and language of new arrival.
- Any other important information with copy of admission paperwork.
- Head Teacher to meet newly arrived pupil and confirm start date.

Class Teacher:

- Class teacher to prepare for new pupil (see Class Teacher Checklist).
- There should be at least one days notice between the admission interview and the pupils' start date to allow time for the teacher to read previous school records, prepare resources (books, coat peg, drawer label etc) and talk to the class about the new pupil's name, language, country etc.

Learning Mentor:

- Learning Mentor should complete Family Information sheet with child and parent/carer within the child's first week at St Barnabas.

Discussion with class teacher undertaken about New Arrivals programme and any additional support/intervention that might be required. Refer to relevant documents:

- New Arrivals Policy
- Picture of child
- Class Teacher checklist
- New Arrival's Welcome Booklet
- My First Days at St Barnabas Booklet

1. The family should be given an information pack including the Welcome Booklet.
2. All staff should be aware of Equal Opportunities Policy Statements on Anti-Racism, Gender, Disability and Race Equality.
3. Further guidance can be found in EMAS: Advice and Guidance on Pupils New to English.
4. A meeting will then take place between the Learning Mentor and the class teacher to assess progress and determine the level of the child. Appropriate support (including language support) will then be put into place.
5. All new arrivals should have their photo displayed in staffroom with name, year group and spoken language attached. Learning Mentor to action.

Conclusion

This policy reflects the views of the staff of the school and endorses the LA Equal Opportunities Policy.