

Welcoming multilingual new arrivals (secondary)

Checklist for all staff

Strategy	staff member	Action
1. Allocate one staff member to be the first point of contact for the child and family.		
2. Meet family to find out background information and to explain the rules of the school;		
3. Provide a welcome booklet, school phrasebook and survival flashcards;		
4. Assessment in English and first language;		
5. Observation/ assessment in different contexts to establish proficiency in English;		
6. Learn their name, some words in their language and about their culture;		
7. Disseminate information about pupil and their support needs to all staff;		
8. Assign buddies to help them around the school and in different subjects;		
9. Provide visual resources e.g. feeling fan, timetable, map of the school;		
10. Introduce them to the class pronouncing their name correctly;		

11. Careful grouping to provide supportive peers, language modelling and challenge cognitive learning;		
12. Use talk with visuals and kinaesthetic activities in class to orient the pupil;		
13. Have multilingual signs, resources, bilingual and picture dictionaries around the school;		
14. Provide useful stationery including a mini whiteboard, scissors and glue;		
15. Assign a role in class e.g. giving out things;		
16. Check on the playground/ lunchtime;		
17. Engage pupil in clubs and after school activities;		
18. Set appropriate homework (including pre-teaching) in liaison with parents;		
19. Ensure the family has clear ways of contacting staff and can access an interpreter;		
20. Signpost other support as needed.		