

Checklist for newly arrived Ukrainian EAL pupils

- Name spelt correctly
- Preferred language for translation recorded and shared with all staff
- Details on SEEMiS correct (name/DOB/languages/stage of English)
- EAL teacher contacted and EAL assessment carried out
- Placed in stage appropriate for age (check DOB)
- Placed on full timetable (pupil future career aspirations considered/not placed in perceived 'easier' subjects)
- Allow pupils to make subject changes after a short period as many subjects will be different to their prior experiences
- Pastoral Support Teacher assigned
- Buddy assigned
- Break/lunch-time check in options for nurture/pastoral support
- If choosing a Social Subject, consider Geography as there are more visuals/maps/diagrams to provide meaning
- Placed in middle or top groups
- Provide stationary if required (pencils/pens/rulers/rubbers/calculators)
- Provide uniform if required (shoes/shirts/skirts/trousers/P.E. kit/trainers)
- School tie provided
- Provide toiletries if required (deodorants/period products)
- Dual language dictionary provided
- Chromebook (with Google Translate) provided
- Keyboard stickers provided
- Passwords for learning apps provided (Sumdog/Linguascope)
- Library account provided (Odilo/Britannica)
- Glow account provided
- School IT logon provided
- Map of school provided
- School day times/holidays information/school website info provided
- Translated Fire Drill protocols / school rules / dinner information
- Translated welcome letter (including how to contact school if absent)
- Translated information for carers regarding Scottish education system
- Signpost carers to information about free school meals / uniform grants / EMA
- Be aware that some pupils may require a formal letter from the school proving Scottish school residence
- First aiders provided with translated information
- Information about school activities/clubs etc.
- Careers Service/Home Link/The Exchange contacted (as required)