

## **Induction for new to English pupils- recommended actions**

**NB in order to ensure parents/carers understand the induction arrangements it is recommended that schools use an interpreter to explain what will happen. Contact Bristol City Council Translating and Interpreting Service on 0117 9036400 or email [TIS@bristol.gov.uk](mailto:TIS@bristol.gov.uk)**

### **When family first contacts school**

1. School accepts pupil on school roll.
2. School contacts EMAS Induction and Assessment Team (0117 3533300/3533296) to get pupil referral form and start date for new pupil.
3. School informs parents/carers about the induction course and gives parent/carer handout.
4. School gives transport information to parents.
5. School asks parents/carers to sign permission slip for attending the induction course.
6. Family given school prospectus.
7. Uniform and PE requirements discussed/shown to family.
8. Pupil introduced to class teacher/tutor.
9. School completes pupil referral form and emails to EMAS Induction and Assessment Team- [emat@bristol.gov.uk](mailto:emat@bristol.gov.uk) or post to EMAS Induction and Assessment Team, Woodward Community Resource Centre, Alexandra Park , Fishponds, Bristol BS16 2BG.
10. EIAT sends Induction Pack to school.

### **While pupil attends the induction course**

1. Class teacher/tutor completes recommended actions on "Making new pupils welcome" checklist.
2. Class teacher discusses buddy advice pack with identified buddy ( see Induction Pack from EIAT).
3. Class teacher can arrange to visit Woodward Community Resource Centre to discuss pupil's progress.

### **When pupil returns to start school**

1. Pupil's induction and assessment report emailed to school.
2. School passes information to class teacher/ subject teachers/tutor.
3. Class teacher/tutor introduces pupil to assigned buddy.
4. Buddy presents new pupil with welcome certificate.
5. Buddy takes new pupil on tour of school.