



ETHNIC MINORITY ACHIEVEMENT SERVICE

POLICY FOR INDUCTION AND ASSESSMENT OF NEWLY ARRIVED STUDENTS IN SECONDARY SCHOOLS

March 2010

Induction and assessment guidance for newly arrived students- developing an Induction and Assessment Policy

See: New Arrivals Excellence Programme Guidance, DCSF ref 00650-2007-BKT-EN

New Arrivals Excellence Programme CPD Modules, DCSF ref 00041-2008FLR-EN

Rationale

All students arriving in a new school are entitled to the same welcome and induction into the life of their new school.

Core agreed procedures should be in place for all newly arrived students.

Some additional procedures may be necessary in order to ensure students and families from Minority Ethnic backgrounds have the same access to information and support as all other parents and students.

Key elements of Induction and Assessment Policy

- Preparing for the new arrival
- Settling the new student in school
- Gathering evidence for summative assessment

Recommended actions for schools

- Download policy and guidance notes and consult with staff and governors on policy for the induction and assessment of newly arrived students
- Agree any amendments necessary to comply with existing school policies
- Adopt policy and get it ratified by governors
- Ensure roles and responsibilities are clearly defined and allocated with agreement of staff
- Ensure there is an member of SLT who has overall responsibility for effective implementation of the policy
- Ensure the same procedures are carried out for every new arrival through monitoring by named member of SLT and through pupil/family evaluation of the induction process
- Consult EMAS for support at any stage of the process but in particular at the point of action planning for newly arrived EAL students, following a period of gathering formative assessment information

A Policy and Guidance for the Induction and Assessment of New Arrivals

At

School we will:

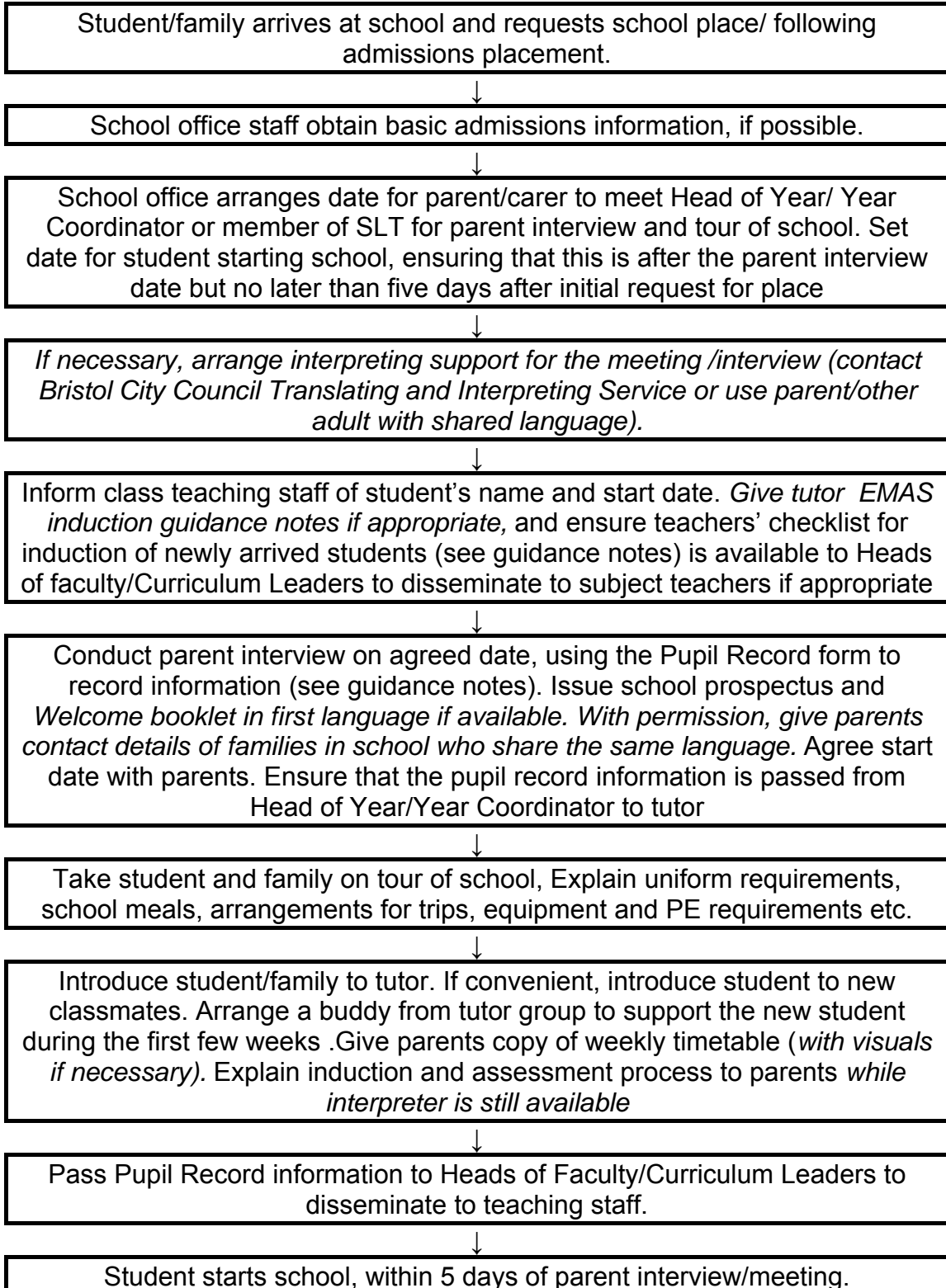
- **Take account of the cultural, linguistic and academic needs of newly arrived students and recognise the positive contribution newly arrived students can make to our school.**
- **Welcome new arrivals with a whole school approach, ensuring that we have a carefully considered process for welcoming all new arrivals.**
- **Positively reflect the new arrivals' language and culture throughout the school environment.**
- **Build partnerships with parents as an essential element of working with newly arrived young people.**

1. Preparing for the new arrival

New arrivals to..... School will be inducted according to the actions in the flow chart on the next page.

NB Specific actions to support newly arrived EAL students and their families are in italics

New arrivals induction flow chart



NB. Student could start school on same day as parent interview providing staff have been given all necessary information arising out of parent interview

Teacher's checklist for induction of new arrivals– see guidance notes

Before and after admission to School we will complete the teachers' checklist in order to ensure every student has as positive a start as possible.

2. Settling the student into school

NB Specific actions to support newly arrived EAL students and their families are in italics

Once the student has been admitted to school and the teacher's checklist for induction has been completed the following actions will be undertaken.

- Student to be grouped with supportive students who can provide good language role models, not in SEN groups
- Student to begin to be observed in class, *using "Observable Outcomes" checklist in guidance notes, to be started immediately and completed before start of fifth week.*
- During the ongoing assessment period the new student should have full access to the curriculum and formative evidence should primarily be obtained from student's responses to class work. Assessment for learning/APP principles should be applied and next steps for student's learning clearly identified
- Clear timetable and staff responsibilities to be established for any intervention activities e.g. *Step 1/2 language programme(see guidance notes for link)*
- Date set for student progress meeting with Head of Year /Year Coordinator and relevant staff at end of first six weeks in school to evaluate assessment evidence and establish National Curriculum levels. *(Invite EMAS to inform action planning if appropriate)*
- *Teachers will consult and use strategies suggested in guidance notes "Advice for teachers working with EAL pupils"*

3. Gathering evidence for summative assessment

NB Specific actions to support newly arrived EAL students and their families are in italics

- Ongoing assessments will take place over a six week period at the end of which a judgement will be made about the National Curriculum level the student is operating at, in Literacy/English (Speaking/Listening, Reading and Writing), Mathematics and agreed foundation subjects. Academic records from previous schools could also be re-considered at this point.
- *The assessment process must include gathering of evidence of first language oracy and literacy skills e.g. students completing age appropriate writing task in first language; use of bilingual staff to assess oracy skills*

- *Ongoing assessment of EAL students during the first six weeks will include assessing knowledge of basic everyday words in English using Step 1/2 language programme as recommended in guidance notes*

Summative assessment and student progress meeting

- Student progress meeting will take place six weeks after student arrives in school
- All staff involved with student should reach a consensus on student's National Curriculum level/ KS4/5 current attainment
- *Language in Common extended scales (see guidance notes) should be used for EAL students, if appropriate. Please also consider NC level descriptors for level 1 and 2, if students are above the extended scale steps*
- Staff to consider all evidence available e.g. observations, evidence from subject workbooks of in-class work, progress through Step 1/2 language programme and any written work in L1 to check L1 literacy.
- Summative assessment should ensure that the student is placed on National Curriculum levels/appropriate KS4/5 pathways within six weeks of starting school. Monitoring progress should then become part of the mainstream school tracking cycle and fall in line with existing school assessment policy/procedures.
- *EAL students may need action planning/ Individual Language Plans- contact EMAS staff to attend student progress meeting if EAL expertise is needed*
- *Planning strategies and support for EAL students – use EMAS target setting menu (see guidance notes) to plan next steps for student progress.*
- All information gathered in the first six week period must be shared with family at the next parents' evening. *Ensure interpreting support is available for families of EAL students.*
- Students who do not make expected progress onto National Curriculum levels or towards KS4/5 target levels may need additional investigation into their individual learning needs, initially through the school SENCO and then in consultation with outside agencies.

Induction and Assessment of Newly Arrived Students Policy agreed on

Date

Signed

Review date

Induction and assessment of new arrivals – guidance notes

Guidance for policy section 1 – preparing for the new arrival

- New arrivals induction flow chart – roles and responsibilities checklist
- Pupil/Student Record Form
- Parent interview guidance
- Teachers' checklist for the induction of new arrivals
[http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/Advice and Guidance on Pupils New to English.doc](http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/Advice%20and%20Guidance%20on%20Pupils%20New%20to%20English.doc)

Guidance for policy section 2 – settling the pupil into school

- Observable outcomes , classroom observation checklist
- Links to EMAS games for new to English students
<http://www.emas4success.org/newtoenglish/TeachingMaterials/index.htm>
- Links to Step1/2 basic English language programme –
http://myweb.tiscali.co.uk/beginners/step_1.htm
- Advice for teachers working with EAL students

Guidance for policy section 3 – gathering evidence for summative assessment

- Link to Language in Common
http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/EAL_Pupil_Assessment_Pack.doc
pages 8-9
- Link to Action planning for New to English pupils target menu -
[http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/Action Planning for Early Bilingual Learners.doc](http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/Action_Planning_for_Early_Bilingual_Learners.doc)

General guidance

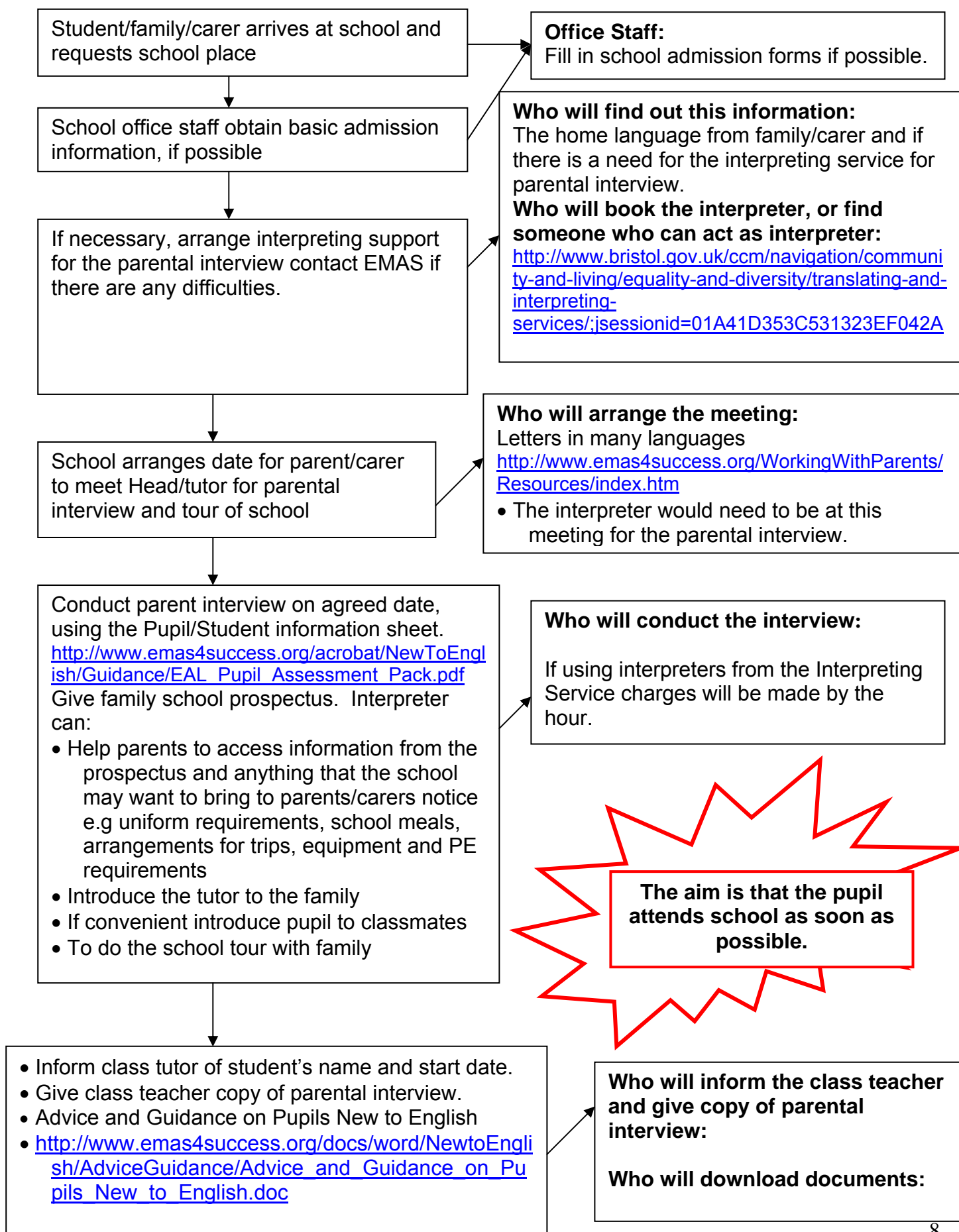
- Website links and information
- Student/family feedback proforma to gather information about how students and families felt about the way they were welcomed into school
(to be devised)
- EMAS assessment pack on website
http://www.emas4success.org/docs/word/NewtoEnglish/AdviceGuidance/EAL_Pupil_Assessment_Pack.doc

If at any time there is a concern that student progress may be affected by SEN or SEN/EAL issues then the Inclusion leader should contact EMAS for advice.

Section 1 Preparing for the new arrival-induction flow chart guidance

New Arrivals Induction Flow Chart

Roles and Responsibilities



Teachers' checklist for induction of newly arrived students

Name of student:

Date of admission:

		Tick/date
1	Discuss the new student's arrival with the class beforehand and practise pronouncing his/her name correctly	
2	<i>Class learns to say 'welcome' and 'hello' in the appropriate language</i>	
3	<i>Display written examples of the student's first language around the school e.g. classroom labels</i>	
4	Display a map of the country of origin, photos and basic information in the classroom	
5	Delegate two buddies to look after the new student for the first few days. Rotate buddies every few days, <i>if possible at least one buddy with shared first language</i>	
6	Provide a visual/ annotated timetable for the student with list of equipment needed e.g. PE kit, swimming kit	
7	Provide an age appropriate dictionary e.g. picture dictionary, <i>phrase book, bilingual dictionary</i>	
8	<i>If there is another student in the school who speaks the same first language, enlist their help as appropriate</i>	
9	Ensure school newsletters, trip information etc are explained to parents , <i>and/or translated (do not assume parents can read English)</i>	
10	Agree system of communication with the family (home-school liaison book, regular meetings after school etc) as per whole school systems.	
11	Ask parents if they would be willing to come into school to support their child, contribute their skills, join the PTA , contribute to community cohesion initiatives eg <i>use their first language and /or faith knowledge to increase cultural diversity</i>	

Section 2 settling the student into school – classroom observations checklist

Observable Outcomes checklist. This should be completed by subject tutors and the teaching assistants during the first term after the pupil's arrival.

Student Name:

Year:

Listening	Evidence
How the student responds physically (facial expressions, concentration, etc.)	
How the student responds verbally (in home language, in English, asking questions, etc.)	

Speaking	Evidence
When the student speaks (with an individual, in small groups, in the whole class, etc.)	
How the student speaks (with gestures, responding only, initiating)	
Supported or extended talk	
How well the student conveys meaning	
How clear the student's speech is (word order, grammar, pronunciation)	

Reading	Evidence
Student's awareness of print and books	
What skills the student has transferred from reading in another language	
What reading strategies the student uses	
How well the student understands and responds to texts	

Writing	
How well the student conveys meaning	
What vocabulary the student uses (descriptive, subject specific, etc.)	
Student's control of grammatical features (tenses, word order, determiners, plurals, prepositions, connectives, etc.)	

Section 2 settling the new student into school – advice to teachers working with EAL students

Working with EAL students

To support the inclusion of students with EAL the following guidance provides supportive strategies to enable EAL students to access their classroom and the curriculum effectively. Class teachers and teaching assistants should try to include as many of these strategies as are appropriate.

	Do already	Will try
Ensure that the student feels their culture and background are recognised and valued (learn a few words/phrases; make bilingual labels/displays; share stories and pictures that reflect their background).		
Provide visual support whenever possible (pictures, photos, diagrams, graphic organisers, demonstrations, mime, gestures)		
Speak slowly and simply but naturally. Avoid or explain figurative language.		
Identify and model language demands of lessons (e.g. science lesson needs mostly past tense but predictions need future tense; instructions need imperatives)		
Model appropriate language and structures for student - provide talk frames, and writing frames for literate pupils		
Respond positively to student's speech, but try to extend their responses; e.g. <i>I go park</i> → <i>I went to the park</i>		
Group the student with mixed or higher ability students who can provide good language models (not SEN groups).		
Provide plenty of opportunities for pair and group work, especially collaborative tasks (supportive, non-threatening, practice for new language skills)		
Preview/pretutor lessons – provide key texts in advance to parents (if they can help) or to a T.A. to discuss with student.		
Allow opportunities to revisit and talk about stories and lessons. Build these opportunities into teaching assistant time in class		
Provide a few key words/phrases for each subject or lesson. Support student to build up a personal dictionary with pictures and translations in first language (L1)		
Allow time for student's to prepare responses with a partner. Oral rehearsal should always precede written work. First language talk partners should be encouraged but used flexibly- do not allow new student to become over dependant on first language friend		
Students literate in L1 can draft ideas or complete a written task in L1. Encourage use of bilingual dictionary		
Literacy skills will transfer but the student may need a reading and spelling programme and guidance as to how phonics differ between first language and English		
When marking, focus on content and highlight only 1 or 2 grammatical points. Teach to the gaps identified – do not let early mistakes become bad habits		
Try to segment lessons into listening/speaking/reading/writing activities to maintain concentration and demonstrate language use in a variety of contexts		

Section 4

Useful websites

EMAS4success

<http://www.emas4success.org>

EMAS4success is an excellent website sponsored by South Gloucestershire, Bristol, North Somerset and Bath and North East Somerset. It contains useful policy and project information, guidance and downloadable teaching and learning resources produced by the service for new arrivals

British Council

<http://www.britishcouncil.org/kids-topics-school.htm>

Good site with variety of on-line and downloadable resources.

Gordon Ward

<http://homepage.ntlworld.com/gordon.ward2000/>

Simple activities to use with newly arrived bilingual pupils

Language of the Month

<http://www.newburypark.redbridge.sch.uk/langofmonth/index.html>

Excellent site providing key words and greetings in a variety of languages. Includes spoken language, information on country of origin, suggested activities and resources for display. Very useful for preparing to greet a new arrival in their home language.

Breazshare

<http://breazshare.net/>

Wealth of resources and planning across the curriculum, with an emphasis on collaborative work, curriculum diversity and race equality.

QCA Pathways to learning for new arrivals

<http://www.qcda.gov.uk/7536.aspx>

Aims to help teachers respond to the needs of students newly arrived from overseas. Includes background information on countries, guidance for schools and teachers, and examples of good practice

http://myweb.tiscali.co.uk/beginners/step_1.htm

To develop resources for Induction pack for pupils at early stage of learning EAL

EMATHS

<http://www.emaths.co.uk/eal.htm>

Curriculum words in many different languages- excellent site for pre tutoring maths key words

EMA Online

<http://www.emaonline.org.uk/ema/>

Online support for Ethnic Minority Attainment. Developed by Birmingham, Manchester and Leeds LAs with support of DfCSF. EAL and Bilingual resources, Black Achievement, news on EM/EAL issues. Has Virtual Learning area and Key Visuals. Key Visuals allows teachers to create resources in any language or script, has examples of resources.

Collaborative Learning Project

<http://www.collaborativelearning.org>

Quick easy access to free downloadable teaching resources in many curriculum areas and key stages. For use with groups where EAL students work collaboratively with proficient English speakers.

EMAS4success

<http://www.emas4success.org/TeachingMaterials/Biographies/index.htm>

Here are a selection of resources on Black Scientists and Black Bristolians for Literacy Lessons

EMAS4success

<http://www.emas4success.org/TeachingMaterials/CurriculumMaterials/index.htm>

Here you will find a selection of resources organised by curriculum area.

Global Curriculum

<http://www.globalfootprints.org/teachers/index.htm>

Games and activities about how to help look after the world

Little Learner

<http://www.littlelearner.eu/>

EAL resources for school – Polish, Romanian and Lithuanian

Catalogues & Publishers

Resources

http://www.emas4success.org/acrobat/TeachingMaterials/CataloguesandPublishers/catalogues_and_publishers.pdf

Resources available from publishers covering all Key Stages and subjects

Working with Parents

<http://www.emas4success.org/WorkingWithParents/Resources/index.htm>

- ❖ These are letters inviting parents for an assessment meeting translated into 15 languages from English.
- ❖ There is one version for assessment by the Inclusion leader in the school and another version for assessment by EMAS staff

- ❖ User friendly booklet for Parent / Carer

<http://www.emas4success.org/WorkingWithParents/GuidanceForParents/index.htm>

User friendly booklet with visuals and simple language to give essential primary school information.

Can be adapted and personalised for your own school.

Dingle Granby Toxteth

<http://www.primaryresources.co.uk/letters/>

Has standard school letters for parents translated into community languages

Tell Me What I Need To Know

<http://tmwintk.realhistories.org.uk/>

The Runnymede Trust designed *Tell Me What I Need to Know* to help parents, particularly those from Black and Minority Ethnic (BME) Refugee, Asylum-seeking and Traveller communities to support their children's education more confidently and effectively

EMAS4success

http://www.emas4success.org/acrobat/ContactsEvents/CulturalProviders/ArtsandCulturalProviders2009_2010.pdf

Information about local communities and organisations, and details of local events supportive to Black and Minority Ethnic children and families.

It also includes a list of local people and organisations who provide cultural activities in school.

Other Websites with useful activities

Bracknell Forest Inclusion Website

<http://www.bfinclusion.org.uk/>

Bracknell Forest's EAL service site is particularly useful for mainstream staff working with new EAL learners in mainly monolingual areas. Straightforward guidance for primary and secondary and a useful collation of resources

Portsmouth Ethnic Minority Achievement Service

<http://www.blss.portsmouth.sch.uk>

An excellent website, includes numbers in various languages with audio file for pronunciation, information on many languages with scripts and accompanying audio files.

<p style="text-align: center;"><u>Milton Keynes</u> http://www.milton-keynes.gov.uk/emass/ An excellent website, includes numbers in various languages with audio file for pronunciation, information on many languages with scripts and accompanying audio files</p>
<p style="text-align: center;"><u>iRespect</u> http://www.irespect.net/index.htm The iRespect website is a resource provided by the Gloucestershire Race Equality and Diversity Service. iRespect exists to promote Positive Tolerance, Cultural Diversity and Active Citizenship in Gloucestershire and beyond!</p>
<p style="text-align: center;">http://www.naldic.org.uk/ Excellent website for resources on EAL learners and research materials.</p>
<p style="text-align: center;"><u>DfCSF</u> http://www.standards.DfCSF.gov.uk/ethnicminorities/ Homepage of DfCSF section on Ethnic Minority Attainment. Has policy, data collection, good practice, publications and links</p>
<p style="text-align: center;"><u>Britkid</u> http://www.britkid.org/ Race, racism and life - as seen through the eyes of the Britkids. Aimed at young people, has useful teachers pages and section with maps, statistics and historical information</p>
<p style="text-align: center;"><u>QCA Respect for All</u> http://www.qcda.gov.uk/6753.aspx Respect for All section of QCA website: valuing diversity and challenging racism through the curriculum. Implementing the Race Relations Amendment Act within the curriculum has advice, guidance and examples of activities.</p>
<p style="text-align: center;"><u>Best Teacher Site</u> www.bestteachersites.com/web_tools/word_search/ This large site allows teachers to make word searches, web requests and KWL charts, quickly and easily.</p>

Translation site

<p style="text-align: center;">www.bbc.co.uk/languages Online learning support and advice on languages</p>
<p style="text-align: center;">www.wordreference.com Free online translation dictionaries</p>
<p style="text-align: center;">http://www.e-freetranslation.com</p>
<p style="text-align: center;">http://translate.google.com/# Free translation site</p>
<p style="text-align: center;">www.poltran.com Polish vocabulary translations</p>
<p style="text-align: center;">http://www.babelfish.com Free language translations</p>
<p style="text-align: center;">http://www.freelang.net/ Very useful site, free translation. Has lists of words and greetings translated into many languages. Downloadable free fonts for wide range of scripts.</p>