

When a pupil joins you mid year, there may be a very short amount of time to prepare for their arrival.

Ensure you have all the information you can, check the correct pronunciation of their name and ensure all staff are informed.

Speak to the children who will be sharing a group with the new pupil and select their buddy.

When completing your assessment, ensure you are considering what curriculum work they have missed due to joining school mid-year.

Ensure the family knows where to get school uniform from and consider if they need additional support with this.

Ensure the new pupil will have the same as pupils who are already settled in school, for example a locker or coat peg that has been named for them and a log in for the computers etc.

Regardless of when a pupil joins your school, it is vital that you continue to monitor the pupil's progress and then adapt any interventions accordingly. Don't forget to monitor the development of their social and emotional skills to ensure that there is no need for additional pastoral support.

**Access to Education/PSS:** for further guidance and support:  
[accesstoeducation.birmingham.gov.uk/index.php/PSS/eal.html](https://accesstoeducation.birmingham.gov.uk/index.php/PSS/eal.html)

# Supporting Pupils with EAL

## Mid-year Induction

### Remember...

1. Be welcoming! Smile, use your facial expression and your body language to reassure the pupil and their family that you will do everything you can to ease their transition to school. Let them know you are glad that they are coming to join you.
2. Gain as much information as possible. The better quality information you can gather on a pupil when they join you, the more appropriately you can match provision to their needs.
3. Whenever possible utilise a translator during the initial information gathering process.
4. Consider how your school environment makes pupils and families feel welcome and valued. The signs and displays in your entrance area, and throughout your school, give a strong message to all visitors and newcomers.

