The Primary EAL Year: [name of school]

Start: [Enter start date] End: [Enter end date]

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|  | August/Oct/Jan/April | Sept/Nov/Feb/May | Oct/Dec/Mar/June | Notes |
| Term  1 | * EAL Profiles to new class teachers * Enrolment of new pupils * Identification of groups for support for eg Big Bear Banter / Teddy Talk * Review targets and strategies for pupils in class to incorporate into planning | * English Levels / languages spoken at home / ASN levels reviewed in time for ScotXed submission |  | NOTE – European Day of Languages in September 26 – opportunity to celebrate the languages spoken in school, promotion of multi- lingual signage and encouraging EAL pupils to learn and use their first language more. |
| Term  2 | * Letter to parents for parents evening asking if they want an interpreter to be present. Arranging for interpretation services if needed | * EAL profile update with new targets and strategies (possibly within a CAT session) | * SEEMiS update of any recently achieved levels and profiles reviewed and signed off | NOTE – International Mother Language Day is held on February 21 – opportunity to celebrate the languages spoken in school, promotion of multi- lingual signage and encouraging EAL pupils to learn and use their first language more. |
| Term  3 |  |  |  |  |
| Term  4 | * Review of EAL achievements in School Improvement Plan looking at development of a good environment for EAL * Letter to parents for parents evening asking if they want an interpreter to be present. Arranging for interpretation services if needed | * EAL profile update with new targets and strategies (possibly within a CAT session) * Plan EAL input into CAT sessions either for profile updates or sharing strategies and approaches | * SEEMiS update of any recently achieved levels and profiles reviewed and signed off * Transition documents including EAL Profiles to new schools / stage (electronic and paper versions) |  |

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| Personnel: | Class / subject teachers | Headteacher / SMT / ASNT |

The Secondary EAL Year: [name of school]

Start: [Enter start date] End: [Enter end date]

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| --- | --- | --- | --- | --- |
|  | August/Oct/Jan/April | Sept/Nov/Feb/May | Oct/Dec/Mar/June | Notes |
| Term  1 | * EAL Profiles to new subject teachers * Enrolment of new pupils * Identification of groups / individuals for support eg Induction pack * Review targets and strategies for pupils in class to incorporate into planning | * English Levels / languages spoken at home / ASN levels reviewed in time for ScotXed submission |  | NOTE – European Day of Languages – opportunity to celebrate the languages spoken in school, promotion of multi- lingual signage and encouraging EAL pupils to learn and use their first language more. |
| Term  2 | * Letter to parents for parents evening asking if they want an interpreter to be present. Arranging for interpretation services if needed |  |  | NOTE – International Mother Language Day is held on February 21 – opportunity to celebrate the languages spoken in school, promotion of multi- lingual signage and encouraging EAL pupils to learn and use their first language more. |
| Term  3 |  |  | * ESOL requirements for next year and including in subject choices |  |
| Term  4 | * Review of EAL achievements in School Improvement Plan looking at development of a good environment for EAL / attendance etc * Letter to parents for parents evening asking if they want an interpreter to be present. Arranging for interpretation services if needed | * EAL profile update with new targets and strategies (possibly with support of EAL Teacher) * Plan EAL input into CAT sessions for sharing strategies and approaches | * SEEMiS update of any recently achieved levels and profiles reviewed and signed off * Transition documents including EAL Profiles to subject teachers |  |

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| Personnel: | Subject teachers | ASNT | Headteacher / SMT |
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