

Communication between home and school for families with English as an additional language

As part of the school admission processes, Admin staff will collect information about the EAL needs of our families and keep our records up to date. Ellesmere College will always try to ensure there is good communication between home and school but we cannot guarantee that we can communicate in a family's home language. The two main areas of verbal communication with families are in meetings and during telephone calls.

We will support these in the following ways:

EHCP / formal meetings where complex or educational language is used

Admin staff will arrange for a phone call home to pass on details of the meeting. You will be asked if you attending the meeting and are you providing your own EAL provision?

Yes

Parents/carers arrange their own EAL provision

No

School will arrange an interpreter via Translator Services

General phone call home to family

A suitable member of staff will be identified to contact home

Parents Evenings

A letter will go home to invite you to attend our Parent's Evening to discuss your child's progress. You will be asked if you attending the evening and if you are providing your own EAL provision?

Yes

Parents/carers arrange their own EAL provision

No

Bi-lingual TAs available to support on the night