

WIGAN EMAS TEAM

Communicating with parents / carers

National Interpreting Service

This is a service for 'Interpreting by phone'. Access can be made from any telephone and no special equipment is required. It is a really useful service for communicating important information to parents / carers. It is very user friendly but expensive. If you would like more details of this service, please contact Karen McDonough, EMAS Education Liaison Officer on 01942 404581.

Translated letters

These are letters available in over 30 languages. Topics covered are

- Welcome Letter
- My School Details
- Accident / illness
- Holiday—Closure
- Trips and Visits
- Progress At School / School Nurse
- Unhappy Pupil
- Head Lice
- Assembly
- Detention
- Absence
- Admission
- School Attendance Information

These materials are highly recommended and there is a copy in English to check the contents. Letters are available to download from www.primaryresources.co.uk/letters

Picture Letters

A series of picture letters covering:

- School Meetings
- Money needed
- Non-Uniform Day,
- P.E. kit requirements
- Swimming Equipment requirements
- Reasons for absence

Home Visit Letters

A letter available in Slovak, Polish, Czech and Russian which can be personalised for schools and pupils that inform parents of the intention to conduct a home visit.

Picture letters and Home Visit letters can be accessed via the following link

Pupil Resources

Wigan EMAS Resource Bank

In the space for Resources, there are a wide variety of materials for teachers to access to cater for the needs of EAL learners. All are free and downloadable and include workbooks, readers, bingo games and flashcards to support a range of topics for older children as well as Early Years.

Downloadable Resources For Newly Arrived Pupils

- Basic needs fans
- Emotions—Communication fans
- Daily routine cards
- Flashcards
- Visual timetables

These are all downloadable from www.sparklebox.co.uk and can be really good for new arrivals in the early days. Flashcards are also available from www.mes-english.com

Guidance Materials for Teachers

Suggested Scheme of Work for Beginners

A useful guide for class teachers and TAs first produced by Hounslow Language Service and available using the following link [Beginner's Scheme of Work](#).

Achieving Together Through Language (Wigan Council)

Quality & Inclusion Team & Wigan EAL Team Examining and explaining the needs of children in EYFS for whom English is an additional language. Available to download via the link.

Supporting children learning English as an additional language: Guidance for practitioners in the Early Years Foundation Stage

DCSF Ref: 00683-2007BKT-EN

This guidance is set within the themes, principles and commitments of the EYFS and should be read in conjunction with the Principles into Practice cards.

Guidance notes: assessing children who are learning English as an additional language (Foundation Stage)

Guidance notes for practitioners who are working with reception age and year1 children who are learning English as an additional language and aims to clarify existing information and give further support for assessment.

Playing and learning together DVD. This DVD offers practical examples of how parents and carers can get involved in their child's early learning. There are 4 DVDs available, in English but also in a variety of languages. DCSF Ref: 00109-2008DVD-EN

The Newly Arrivals Excellence Programme

DCSF ref: 00426-2007

A DVD and booklet of case studies that provide examples of how six schools in different contexts have developed a range of provision to support newly arrived pupils and their families.

PNS Excellence & Enjoyment: learning and teaching for bilingual children in the primary years Ref: DfES 0013-2006PCK-EN (KS1 & 2).

Sometimes referred to as the "EAL Toolkit". Unit 2 Creating the learning culture: making it work in the classroom is particularly helpful and has lots of practical tasks (marked by the image of an apple).

Talk To Your Baby has produced a series of quick tips for parents and practitioners to help children develop good talking and listening skills. Each sheet is available bilingually in 13 languages. Quick tips include:

- Say hello to your new baby
- Dummies and talking
- Talk to your baby in your own language
- Making the most of television
- Talking with your baby
- Sharing songs and rhymes

Available for downloading from www.talktoyourbaby.org.uk

List of EAL websites

A comprehensive list of websites signposting some of the most useful sites for EAL teaching. This list of websites can be accessed by following the link Websites.

Further information

Most of these materials can be downloaded from:

www.standards.dcsf.gov.uk or ordered using references from DCSF publications Tel: 0845 60 222 60

NNS Assessment in mathematics toolkit to support pupils for whom English is an additional language Ref: DfES 0267/2003 It says it is for KS3 but the assessments start with Reception and progress to Year 8. Each topic to be assessed has an objective, assessment activities and the pack contains resources for each strand in the frameworks. Some additional resources such as counters, clocks, coins (materials that will be readily available in school) may be needed.