



Information for classroom & ESL teachers of new students with little or no English

What to do in the first few days.

Student Information

Find out what you can about the new student.
Name (and how to write and say it), country of origin, language spoken at home, languages spoken by parents, permanent/temporary visa status, reason for coming to Australia, home address, level of educational experience in country of origin.



This information will help you to form a relationship with the new student, help you to discover how much English they have, understand them better and assist you to inform program in the class for them. The information is also important for completing new arrival and annual LBOTE Surveys.



Introduction to school

Introduce the student to their class correctly. This is a new experience for the class too. If possible ask a child who can speak the student's language to sit with them or a child who will be a good model of English for them. Give the student a tour of the school inside and outside. Make sure you show them the toilets they can use. Give them a map clearly labelled that they can write on.



A copy of the school rules, timetable and calendar (in their language if possible or in English) should also be provided and an explanation of the school bells. A Try to make the student and their family feel welcome in their new school by putting signs of welcome and information in their language about the school and, if possible, in notes to go home.



Salamlar

OLA!

The "Buddy System"

Establish a buddy system in your class for the new student and the class to get to know each other. The "buddy" can participate in specific activities designed to help the student learn English. In each session provide opportunities for the buddy and student to work together. Change the "Buddy" daily. Try to establish a buddy system with an older student who speaks the same language.



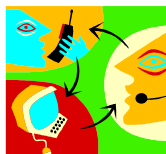
Remember

A newly arrived student from a language background other than English speaking may not speak for several weeks or even longer. **DON'T PANIC!** The student is listening. You can tell if the student is listening by the way they respond to instructions and follow class routines.

See **ESL Scales oral interaction levels 1-4** for indicators or signals of achievement. When the student is ready to interact with others continue to use the ESL Scales to assist in assessing, planning and reporting student achievement. The ESL Scales is a useful document when assessing students in oral interaction, reading and responding and writing when English outcomes don't apply. All schools should have a copy. Call your district office for more information.

Available Services

Telephone interpreter services are available free to all school staff or parents with both parties at one site or at different sites. Call **131 450** explain the purpose of your call, quote client code **C 018294** to gain access to the interpreter in the language you require. **On site interpreting** can be arranged free if available. Information and the Interpreter Request form can be downloaded from the internet at www.schools.nsw.edu.au/adminsupport/brochure.php **and follow the instructions at the top of the request form.** **Translations of documents** may be arranged by schools for urgent matters relating to student welfare. Ph: 92445306 at Multicultural Programs Unit. Translated documents can be printed from the internet on a range of subjects and in over 40 languages at www.det.nsw.edu.au/languagesupport/index.htm



State Equity Centre Library

11-13 Swanson St Erskineville

Ph: 95825860 fax: 95502874

Email: equity.sydney@det.nsw.edu.au



The equity resource library has new arrival kits, ESL closed reserve items, ESL theory for K-12, listening kits, CD-Roms, ESL teacher resource books and workbooks, bilingual books in popular fiction, bilingual dictionaries in a range of languages. All DET teachers can join the library and borrow items free.

Library hours are 9 to 5 weekdays except public holidays.

The librarians are happy to talk to you and offer advice on the resources you may need in person or over the phone and will send the resources to your school free. Resources are usually on loan for a month but extensions can be made over the phone if the resource is not in demand.