

## A Welcoming School Looks Like....

- All staff is aware of and understands the process for receiving English language learners and their families.
- There is a school reception team (e.g., administrator, office administrative assistant, ESL/ELD teacher, interpreter, and settlement worker, where available).
- Families are informed about the necessary documentation for school registration.
- There is a designated, comfortable place for the family and reception team to meet and share information.
- Ample time is dedicated for the intake interview and for orientation information about school and basic routines.
- There is a program for specially trained student helpers, such as student ambassadors, to orient the new students to the school. They can assist in a variety of important ways:

-Conducting a guided tour of the school;

-explaining the ways that parents can contact the school in the event of absence, late arrival, or early leaving;

-outlining safety procedures (e.g., what to do in a fire drill);

-showing the procedures for borrowing books or using school equipment and technology;

-providing details to facilitate and encourage entry into sports programs, clubs, and other extracurricular activities;

-making introductions to students with similar interests;

-explaining lunchtime procedures.

- Multilingual signs, in the languages of the community, are visible in the school.
- There are efforts to build cross-cultural understandings.
- Information is available in a variety of languages about community resources (e.g., libraries, community centres, adult ESL classes, places of worship, cultural organizations).
  - Parents are regularly invited into the classrooms and the school to celebrate student work.
  - Space is provided for families to gather if possible (e.g., a room to sit, drink coffee or tea,

Let student know he/she can start the next day. If possible, it is nice to have a meeting spot for the student for the first day. This could be the counseling area, the main office, or the ESL classroom.

Source: Alberta Education. Learning and Teaching Resources Branch. English as a second language (ESL) : Guide to Implementation Kindergarten to Grade 9. (2009)