

# THE WELCOME GUIDE - BIRDS COMENIUS PROJECT

## OŠ-SE DOLAC

### CROATIA

Having done all the activities in our school where we had the opportunity to work and to collaborate with pupils, their parents and with our colleagues, we have come up with the following actions that would have to be done when a new student comes to our school.

#### **The SCHOOL ORGANISATION should do the following actions:**

- Collect available information about the family
- Inform the teachers
- Organize extra-language tuition
- Show the environment
- Provide the student and the family with the necessary information
- Give a welcome present to the new pupil
- Tests to know the level of students and problems in their mother tongue at the start.
- Links with other institutions: social services, legal services, immigrants associations....
- Decorate the school with multilingual labels, photos of the staff.
- Promote international days.
- Flags of different countries are shown at all school celebrations.
- Support teachers for intercultural activities.

#### **Actions concerning FAMILIES should be the following:**

- Communication: Close contact with families
- Translation of correspondence, especially the first welcoming letter.
- Individual talk with the tutor- first time in mother tongue. Use of an interpreter if necessary.
- Election of a tutor family on voluntary basis.
- Frequent meetings for parents
- International meal celebrations
- Use of multilingual website
- Families must understand the importance of learning the language and the essential role of education.
- Provide the families with information about the educational system, grants, materials needed by students, social services, extra-curricular activities.

- To get some useful information from them about the family background, the previous education experiences, etc.
- If the student is old enough he/she can attend the meeting and be involved in the process.
- Give them specific information about documents to be filled.
- List of useful telephone numbers and addresses.

**Actions concerning PUPILS should be the following:**

- The newcomer should be assigned a student tutor.
- He should be given a special booklet: timetable, organization of the school...
- Diagnostic test in their mother tongue to detect learning problems in their own language.
- Outside activities: sports, excursions.
- Reception in the classroom: inform the group about the coming of a new student in advance, if possible. (Information about his country, his/her language, posters...)
- Students from the receiving country should:
  - welcome the new student.
  - wear labels with names for a couple of weeks
  - make presentation about their city, country, sports...
- The foreign student could get:
  - after school lessons in his own language
  - a starter pack in his own language and the language of the receiving country.
  - specific resources to develop the language.
  - special teachers, if possible.
- Activities to be carried out in the classroom: games, talent shows, celebration of foreign traditions, promote work in groups, projects and if possible homework in groups.

**Actions concerning TEACHERS should be the following:**

- They should be informed in advance, to be able to inform the class.
- Get in touch with the families.
- Take enough time for welcoming first lesson.
- All teachers should be coordinated with the tutor.
- All teachers should remember that they are language teachers as well.
- Cooperative education is essential (teamwork).
- Specialized teachers may be needed.

- Courses for teachers in multicultural education - ongoing training.
- Starter pack.
- Planning to include what foreign students do.
- Patience