

Two Rivers High School Preparation and Planning Checklist for UASC:

(adapted from www.afcvirtualschool.org.uk)

Young Person:	
Social Worker:	
Virtual School Contact:	
Carer's Name:	
Key Person in School:	

Student Information	
Name	Legal: Preferred: Pronunciation:
Which country have they arrived from?	
When did they arrive?	
Has an age assessment been completed?	Yes – age? No – when is it planned?
Does the students have friends, family or connections in the local area?	
What are the young person's interests / hobbies?	
Who is the student living with? What is the family make up? Does school need to be aware of anything else?	

Language:	
What is the student's native language?	
Can the student read and write in their native language?	
Has the student any understanding of English?	Yes / No If yes: reading? Writing? Speaking? Any known levels? Will an assessment be required?

Previous Education:	
Has the student been educated previously?	No Yes – what age and level?
Subjects studied?	
Exams taken?	
Accessing ICT and the internet?	
Any learning needs? Support required?	

Culture or Religion:	
Any cultural or religious needs to be considered in school?	
Any dietary needs?	
Any clothing needs e.g. changing for PE?	
Will the student attend home language classes or religious schooling?	No Yes – when?

Starting school logistics:	
Differences between UK and home education.	
Support needed – by who and when.	
Does the student have the relevant equipment? Who provides? When?	Uniform Bag Stationary Bilingual dictionary Electronic device to support with language if necessary
Travel to school?	
Any questions or concerns?	

Education Planning:

Year Group	(aim chronological)
Class	
Strand	
Timetable	Full timetable or more intervention?
Information to share with staff	
Key adult and times to meet	
Peer buddy?	
Additional Support needed? By who? When?	Wellbeing English Language Subject specific support Learning/study support Independent living skills

Induction Period:

Key person to meet and where	
Tour of school Map?	
Meet peer buddy (if assigning)	
Meet Form Tutor and Strand Lead	
Meet Designated teacher	
Meet Safeguarding Team	
Basic needs:	Toilets Canteen Any religious or cultural facilities
Resources and how to use them:	Bilingual dictionary? Electronic translator? Reading pen? Laptop?
Schools expectations	Rules and boundaries

Ongoing Support:

Daily check in / out	With who? Where? When?
Targeted English Language learning (if required)	With who? Where? When?
Social activities and clubs	With who? Where? When?
Baseline assessment	Consider after a few weeks to identify further support.