

CENTRO FORMATIVO OTXARKOAGA



WELCOME PLAN FOR
IMMIGRANTS
STUDENTS

www.otxarkoaga.net
Camino Arbolantxa 57
(34) 944.124.992



01/12/2016

THE WELCOME PROGRAM:

The welcome plan is an action protocol whose aim is to help new students with their adaptation at school. Guidelines given refer to students who come from other countries and need an integration process.

This plan is part of the Process system used in the school. It is the role of the team to ensure the revision and continuous improvement of the process of the plan. The role of the pedagogical board is to design the team in charge of the plan

FIRST CONTACT WITH THE SCHOOL AND THE WELCOME INTERVIEW:

The first contact with the school and the welcome interview are essential. In order to:

- Introduce the person who has to welcome the student
- Know their needs and expectations
- Present our educational offer

In case of considering that an interpreter is needed the centre will first try to find this person among the personal or families and, lastly, in external organizations. For these welcome interviews, CFO, has qualified personnel; documents to provide, personal information collecting form adapted to the immigrants reality.

The interviewer will note not only the expectations shown by the legal guardians but those circumstances and sociocultural needs that will allow a better response to the student.

Also, the person in charge of the interview will provide information about the school system and our school educational offer and the characteristics of the educational Plan the student will join collecting form adapted to the immigrant's reality.

After deciding where to enroll, the same person who has done the first contact will:

- Give the information about the new student to the Pedagogical team, study student's needs and propose the best answer for him/her, after the Pedagogical team has a meeting, it:
 - Gives the information about the new student to the Tutor of the class group where the new student is going to be integrated.
 - Gives the tutor, the family's basic data to get in touch with them.

MEETING WITH PLAN COORDINATOR, TUTOR AND TEACHERS TEAM OF THE CLASS GROUP

This meeting with these all professionals aims to plan:

- How to do the welcome to the new student and his legal guardian by the class tutor.
- How to introduce the new student to the rest of the classmates, and teachers.
- Decide who is going to be his “classmate helper” with the following purpose:
 - This classmate shows him/her where the different classrooms are, and
 - Helps him/her with anything he/she needs in his/her first days.
- If the student doesn’t speak Basque or Spanish, they will get in touch with a person that could be an interpreter.
- How to do an initial evaluation.
- In this meeting they are going to fix the Individual Working Plan for the new student, to specify which the educational answer is needed.
- To ensure the welcome plan, the integration into the class group and therefore to the learning process is going well.

TUTOR’S WELCOME

Before the new student integrates into the class, the tutor will have a session with other students to explain that the new classmate is going to be with them. Where she/he comes from, which language she/he speaks.... to develop the best way to integrate the new student. Besides, the tutor will decide who is going to be the “classmate helper”, and reminds him/her his/her responsibilities.

At the same time, the tutor will get in touch with the family or legal guardian to give them the information about the material that the student needs and show them the class where the student is going to be.

FIRST DAYS

All the teacher of the class, to have enough information for the initial evaluation, will pay attention to:

- The student’s needs, his/her expectations, likes and interests to ensure what we have collected is right.
- Know which competences has the student developed.

- Do the individual work plan for the student with:
 - The General objectives for him
 - The needs he/she presents (supports, reinforcements...)
 - The type of materials or activities that fit better with him/her.
 - The time we need to achieve the aims
 - The time the student needs to be with his/her “classmate helper”.
 - Specify indicators to know how the student improves, what difficulties he/she has....

In this Individual Work Plan, if it is necessary, with Language Reinforcement Teacher, we will plan a language reinforcement for his/her better integration, taking into account that the student have to spend the most possible time in the class group. If it is impossible, because the new student doesn't have any Spanish or Basque competences, he will be integrated in a “First Educational Program” which we describe at the end of this document.

In these first days, the tutor is the key, because he/she is the most important person to help the new student making affective bonds, getting in touch with the family or legal guardian and to follow the student's integration up.

The tutor, to be able to do well his/her work, has to dedicate time to individual tutoring with the new student.

During these first days, if it is necessary, we will get in touch with other professionals such as:

- City hall services
- NGO and other associations which work with immigrants.
- Legal services

FIRST EDUCATIONAL PROGRAM

This program is addressed to under aged immigrants without a family in the country and for students who don't know Spanish or Basque.

This program is only for the first year in our educational system and the objective is providing them with patterns for a social and personal inclusion; improve their Spanish competence to guarantee a personal autonomy.

CENTRO FORMATIVO OTXARKOAGA'S WELCOME PLAN PROCESS

