**Procedure for Movement**

**within EAL or to Mainstream**

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| **Movement within EAL** | **Movement into Mainstream** |
| When an EAL student is ready for upward movement, it is time to approach the EAL colleague who teaches the next group. | When an EAL student is ready for upward movement, it is time to approach the mainstream classroom colleague. |
| **Questions to include:**   1. What are the PM and HFW results of your current students? 2. What activities are being done in the current unit and when will the unit conclude? 3. Can we review work samples of your students’ recent work? | **Questions to include:**   1. What are the SATS, PM and writing levels of your current students? 2. What activities are being done in the current unit and when will the unit conclude? 3. Can we review work samples of your students’ recent work? |
| Work together with the appropriate teachers to make sure that movement is at a good time. This will usually be when a new unit is beginning. | Work together with the appropriate teachers to make sure that movement is at a good time. This will usually be when a new unit is beginning. |
| Once it has been determined that the next level is the best fit for the student, inform the EAL Leader and Student Support Coordinator, and choose a date for movement with the teacher who will receive the student. | Once it has been determined that the next level is the best fit for the student, inform the EAL Leader and Student Support Coordinator, and choose a date for movement with the teacher who will receive the student. |
| **Steps to complete:**   1. Movement form will be completed and emailed to the classroom teachers, EAL Leader, Student Support Coordinator 2. Parents will be informed by an email or diary note of the movement and information about the new teacher and classroom 3. Lastly, please enter a general comment for this movement, including the date, into Powerschool and add all of the relevant teachers and Student Support Coordinator to the email update. **Attach the movement form.** | **Steps to complete:**   1. English proficiency test (MACII Form B) will be completed with the student 2. Movement form will be completed and emailed to the classroom teachers, EAL Leader, Student Support Coordinator 3. The EAL Mainstream letter (can be sent in an email, PDF form) completed by the EAL teacher will be used to inform parents of their child’s advancement to Mainstream 4. Parents will be invited to attend an assembly in which their child will receive an award for advancing to Mainstream English. (Certificates are available in the office.) 5. Lastly, please enter a general comment for this movement, including the date, into Powerschool and add all of the relevant teachers and Student Support Coordinator to the email update. **Attach the letter and movement form.** |
| ***In the case of movement close to the date of a reporting period***, the EAL teacher will prepare a report comment to be included in the upcoming report. It can be included on the EAL movement form. | When moving students to Mainstream for the following school year in May or after the last unit has begun, students will remain in their EAL classroom until the end of the year. |
|  | ***In the case of movement close to the date of a reporting period***, the EAL teacher will prepare a report comment to be included in the upcoming report. It can be included on the EAL movement form. |