







## New arrival checklist for KS2 buddies




Name of new child: \_\_\_\_\_

Class: \_\_\_\_\_


Tick when you have done each one:

### School

<p>1. I have shown them around the school.</p> 	
<p>2. I have shown them where the toilets are.</p> 	
<p>3. I have shown them the cloakroom and explained where to hang their coats, bags and lunchboxes.</p> 	
<p>4. I have explained the rules for playtimes including what snacks to bring. Healthy food only: no crisps, sweets or fizzy drinks.</p> 	







<p>5. I have told them the times for playtimes and lunchtime.</p> 	
<p>6. I have explained the school golden rules (be honest, listen, be kind, play well, be gentle, work hard).</p> 	
<p>7. I have taught them the survival language and they understand it.</p> 	

Classroom

<p>1. I have shown them around the classroom e.g. books, trays, whiteboards, reading area, groups...</p> 	
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<p>2. I have shown them where learning equipment is kept e.g. whiteboards, pens, calculators, number fans, scissors, glue, dictionaries, paints ...</p>	
<p>3. I have explained the class rules and routines for a day.</p>	
<p>4. I have explained the class rewards and the behaviour system.</p>	
<p>5. I have introduced them to the class and the class have asked questions to get to know them.</p>	
<p>6. I have made sure they have a book for each subject they need one for.</p>	
<p>7. I have told them how much it would cost for milk and school dinner and when to pay.</p>	



<p>8. I have told them what they need to do when they come in the morning.</p> 	
<p>9. I have told them when homework is given and that it should be back when the teacher tells us.</p> 	
<p>10. I will check they have a tray and they have designed a tray label.</p> 	
<p>11. I have shown them where their peg is and I have checked it has their name on it.</p> 	
<p>12. I have told them what the PE kit is. I have told them when we have PE lessons so they know when to bring their kit and where to put it.</p> 	
<p>13. I have asked my class teacher to give them a reading book. I have explained when we can use the library and I have shown them where it is.</p> 	

Done by: \_\_\_\_\_ (buddy name)

Date: \_\_\_\_\_

