

Supporting Children Starting or Returning to School- Making a Communication Passport



Overview

Communication Passports are especially important at times of transition and can help the new teacher(s) of a pupil to get to know them.

This tool was developed by NCSE Speech and Language Therapists to be used by teachers working with children with additional needs as part of Summer Provision. Teachers can use this tool if they wish to develop a communication passport with a child in order to support them in transitioning to their new school or class in September. This resource provides information for teachers on how to develop a communication passport. Teachers can also access an example template to make a communication passport here: <https://ncse.ie/wp-content/uploads/2020/06/Communication-Passport-Template.ppt>

This resource supports the key principles of 'Promoting a Sense of Safety', 'Promoting a Sense of Calm' and 'Promoting Connectedness'.

What is a communication passport?

A communication passport is a way of supporting a young person with communication difficulties as they transition to a new school, classroom or environment. It gives the young person a voice to share information about themselves. They are used as an introduction to the person and as a way of starting a conversation. Communication passports contain information on how a person communicates and what they like and don't like.



Making a communication passport

- ★ A communication passport is written from the child's point of view and should be easy to understand
- ★ It should have photos and pictures. The young person should enjoy looking at it and adding to it
- ★ With the pupil and their parent(s)/guardian(s), make a list of things that would be useful for others to know. See example here: [insert hyperlink to communication passport template](#)
Sample areas to include are:
 - Name and Birthday
 - People that are important in the young person's life
 - How the young person communicates and how to communicate with them
 - Things the person likes and does not like
 - Places the person likes to goTry to keep it relatively short!
- ★ You can make the passport into a booklet format. You can do this on a computer or make a simple booklet on paper by writing and adding drawings, pictures or objects.
- ★ The passport should be easy for the young person to carry and transport. The passport should be with the young person at all times.
- ★ Several communication passport templates are available. You can print this template: <https://ncse.ie/wp-content/uploads/2020/06/Communication-Passport-Template.ppt>. You do not need to include every element of this template. What to include will depend on your discussion with the young person and their parent(s)/guardian(s). A further template is available here: <https://www.twinkl.ie/resource/t-e-311-passport-to-a-new-school>



