

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

A resource for tutors/teachers to support the Home or School Based Summer Programme



Overview

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

This tool was developed by NCSE Speech and Language Therapists to be used by teachers/tutors working with students as part of Summer Programme.

Teachers/tutors can use this tool if they wish to develop a communication passport with a student in order to support them in transitioning to their new school or class in September. This resource provides information on how to develop a communication passport. Within the NCSE summer programme resources you will find an example powerpoint template to make a communication passport.

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

Revised May 2022

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 student'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 PowerPoint template within the NCSE summer programme resources.
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 go

Try 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 the NCSE template which can be found on <https://ncse.ie/summer-programme>. 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>

