

Arrival planning checklist

This checklist is designed to help you once you know the arrival date of the family your Community Sponsorship Group will be supporting.

When the date of arrival is known	
Action	✓
Decide who needs to know the arrival date - remember this may not need to be everyone in your group	
Decide who will welcome the family at the airport	
Book/confirm appropriate interpreters for the arrival at the airport	
Organise your rota of 24-hours interpreters for one week	
Book the Job Centre appointment	
Make arrangements with the GP practice to register the family within one week of arrival date	
Arrange transportation from the airport: <ul style="list-style-type: none"> • Can they all fit in the vehicle with their bags? • Are child seats required? • What does the driver need to know? Flight number? Any special instructions? 	
Notify your ESOL provider of arrival date - can the adults begin classes within one month of arrival?	
Finish preparing the property	
Who is going to receive the family's BRP cards in your group? Are they certain they can pass over the BRPs to the family within 24 hours of the BRPs arrival?	
Complete the Welcome Pack now you know more about the family	
Populate a calendar for first few weeks and have ready to share with family	
Have public liability insurance in place two weeks prior to the family arriving	
Have the keys to the property in hand two weeks prior to the family arriving	
The first week after arrival	

Action	✓
ASAP - Start the benefit registration process online	
Day 1-2 - Family sign the lease of the property (if applicable)	
Day 11-13 - Open bank accounts (before jobcentre appointment if possible)	
Working days 11-13 - Attend first jobcentre appointment	
First week – Register with GP	
First week – Choose schools and register children (if applicable)	
Within 24 hours of receiving, give BRP cards to the family	
The first month after arrival	
Action	✓
Within two weeks – children registered in school	
Within one month – adults register and begin to attend formal ESOL lessons	
Book other medical appointments: <ul style="list-style-type: none"> • Dentist • Optician 	
Discuss bills and budgeting	
Set goals for the first year (remember your empowerment approach!)	
Your ongoing support	
Action	✓
Regularly remind the family and group members of the goals you've set together, your empowerment approach and your boundaries	
Discuss housing beyond 24 months with the family	
Explore volunteering opportunities with adult family members	