



Ministry
of Defence

MOVING SCHOOL

SUPPORTING CHILDREN AS THEY MOVE SCHOOLS

A Guide for Parents 1



Primary School Children

Preface

This pack was produced as the result of a number of meetings which took place between Service families and schools. The meetings were organised by HIVE Information Officers within the South West Region of HIVE GB and supported by CEAS.

Because of the issues surrounding mobility it became apparent that Service parents needed to provide a range of information for schools about their child's education.

If you would like to make comments or suggestions for improvements please contact:

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USING YOUR MOVING ON PACK

Introduction

This pack is to help you, as a Service Parent, to support your child when moving from one school to another. Service children have to move schools a number of times because of the nature of Service life. It is therefore vital that schools have as much information as possible about your individual child's achievements and needs. This will enable your child to settle quickly into the new school and begin working at an appropriate level.

You may have initial difficulties in obtaining a place for your chosen school and may have to go to appeal. If you contact CEAS (tel: 01980 618244, email: enquiries@ceas.uk.com), they will assist you with your appeal and once your child has a place the pack will help you focus on the move.

This pack will not replace the information that schools must transfer by law but will supplement it and will help the school to get to know your child.

The pack can be personalised. Use the sheets you find most useful or add others if you think they will help the school know more about your child. It is intended to be used with children aged 6 to 11 years of age but you may want to adapt the ideas for your particular child.

Using the Pack

The pack has three booklets.

The first booklet is for you the parent and contains documentation to be completed by you and used with the new school.

The second booklet is the Children's Activity Pack and will contain a selection of your child's work so that new teachers can see at what levels your child is currently working.

The third booklet is about the schools your child has attended and allows you to record any particular events, needs or things you wish the new school to be aware of.

Children can sometimes find it easier to share any worries they have with someone outside the family as they may not wish to upset or worry their parents.

Create opportunities to talk about the move.

Booklet 1 - A Guide to Parents

Schools Attended

This should be completed by you the parent and given to the new school. This document will give the receiving school information about your child's school history and achievements. This is vital information for a school. You should ensure that the new school has a copy.

Examples of Your Child's Work

Collecting examples of your children's work. This will give you some ideas about the type of work to collect.

The First Visit

This is a practical guide to help you gain information about the new school.

Information for Schools

You should make sure that a school has as much information about your child as possible. This sheet will give you some ideas of the type of information that may be important for you to share.

Booklet 2 - Children's Activity Pack

What Do You Enjoy Doing?

This activity sheet is to help your child identify their current interests. You may want to talk to your child and complete the sheet yourself or your child may be able to complete it on their own. Children's interests change quickly when they are young and you may be surprised by some of the answers.

Looking Forward, Looking Back

It is important that children have the opportunity to celebrate the time they have spent at a school and reflect on what they have learned and experienced. This activity sheet gives you some ideas that you might like to use with your child.

Keeping Friends

The possibility of losing friendships can be one of the worst aspects of moving for children. However, particularly with the availability of internet & e-mail, friendships can be maintained over great distances. You might like to consider some of the ideas on this activity sheet to encourage your child to keep contact with their friends.

New Address Cards

The enclosed cards are for your child to use to complete and give to their friends.

My Address Book

Enclosed within this pack you will find an address book which your child can complete.

Booklet 3 - Schooling History

A Copy of Schools Attended Form for handing in to the new school

You shouldn't expect your child necessarily to share your excitement about the move

As soon as you are certain about the move, you should share this information with your child. It is important that this news is heard directly from you and not discovered accidentally from an overheard conversation.

EXAMPLES OF YOUR CHILDREN'S WORK

When your child moves to a new school it is important that he/she settles in quickly and is able to continue work at the most appropriate level. Your child's old school will send transfer documents to the new school, but it is useful if you can supplement these documents.

The easiest way a teacher can assess your child is by looking at a cross section of your child's work.

The folder is for you to keep current examples of your child's work which should be presented to the new teacher at the school as soon as you possibly can.

Choosing a Cross Section of Your Child's Work

Here are some general guidelines when choosing examples of your child's work:

Ensure that examples of Numeracy and Literacy work are included.

Don't give too many samples, if possible photocopy sections out of exercise books, which demonstrate your child's progress over time.

Work from outside school is equally important.

Please ensure that you indicate if the example was completed in school, or in a club etc. This can easily be done by writing on the back of the work whether the piece of work was completed with help, as homework, part of a project or independently.

Ensure that the selection included is current and reflects what your child can do.

If your child has been placed at School Action, School Action Plus or has a Statement of Special Educational Needs obtain a record of what support they are receiving and why. Further information about support for children with special educational needs is obtainable from CEAS at the address given at the front of this booklet.

If your child has special educational needs and has an Individual Education Plan this should be included in the folder.

You might want to keep copies of your child's work as a keepsake

THE FIRST VISIT

The first visit to a new school is very important as it gives an opportunity for you and your child to see what the school is like and to tell the school all about your child. It is best to make an appointment with the school before your visit, so the relevant staff are able to give you some dedicated time.

It will give your child the opportunity to:

- Meet the teachers.**
- See the pupils.**
- Understand the layout and familiarise themselves with their new surroundings.**
- View the classrooms.**

It will give you as a parent the opportunity to see the school during a normal day so that you can:

- Check if the school is safe and secure.**
- See if the environment is safe.**
- Meet your child's teachers.**
- Be assured that the children are happy.**
- See examples of children's work on display.**

You may want to consider asking some of these questions:

The Aims of the School

What is the school trying to achieve for its pupils? How does it cater for all pupils needs?
What makes it different from other schools?

Homework Policy

How long is a child expected to spend on homework each night?
What input is required from parents?

Bullying Policy

What should I do if I feel my child is being bullied? What will the school do if my child is being bullied?

Communication

How will you contact me if my child is ill, or their work is not up to standard?
How will I be kept informed about school events?

Disciplinary Procedures

What rewards are used if my child does well? What happens if my child misbehaves or they do not complete their work?

Establishing Daily Routine

Start time, finish time, set days for PE and Games?
What time lunch is provided?

School Meals

Type of school meal provided? How do I pay for the meal?

Future Plans

Are there any changes planned for the buildings, for staffing, the subjects taught or in clubs and activities?

Transportation

How easy will it be for my child to get to and from school?
What help is available with home to school transport?

Service Life

Do they understand the impact of deployment on children?

Special Educational Needs

What is the school's policy on SEN?

Help your child to learn about their new location before you move.



INFORMATION FOR SCHOOLS

It is important to pass on as much information about your child as possible. Be honest, the more the school understands your individual child's needs the better.

You should include:

The list of schools attended.

Examples of your child's work.

Information about what your child is good at or enjoys doing.

Information about his/her activities and interests.

Evidence of his/her achievements.

The last school report given to parents.

Details of any difficulties your child has had at school, e.g. settling in, Special Educational Needs, etc.

Relevant information about the family - number of children in family, long term deployments, etc.

Information about his/her dietary needs.

Information about his/her medical conditions.

Some indication of what new things you would like your child to take part in.

Any national curriculum or other test results.

Your child may be able to communicate with the new school by email, check with the school if this is possible



School Attended / Notes

UPN *

Every child being educated in England has a Unique Pupil Number (UPN). If you know the number for your child write it in the space provided.

School **

Complete as much detail as you can about each school and add extra sheets if you think they will help. If the school is overseas you might want to add details about the subjects studied or any differences you know of in the curriculum.

Child's Achievements ***

Give examples of any achievements that your child has made during their time at the school. These may include key stage results, certificates for sports, school plays, competitions etc...



YOUR COPY SCHOOLS ATTENDED

PERSONAL DETAILS

Name of Child _____ DOB _____

Child known as _____ Boy/Girl _____

RN/RM/ARMY/RAF _____ Position in Family (eldest child - no 1) _____

Number of Children in your Family _____ Pupils 'UPN' * _____

Further Information _____

1. SCHOOL **

Name of School _____ Child's Achievements *** _____

Address of School _____

Telephone Number _____

E-mail address _____

Type of School _____

Date Started _____

Date Leaving _____

2. SCHOOL **

Name of School _____ Child's Achievements *** _____

Address of School _____

Telephone Number _____

E-mail address _____

Type of School _____

Date Started _____

Date Leaving _____

3. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

4. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

5. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

6. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

7. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

8. SCHOOL **

Name of School _ _ _ _ _	Child's Achievements *** _ _ _ _ _
Address of School _ _ _ _ _ _ _ _ _ _	
Telephone Number _ _ _ _ _	
E-mail address _ _ _ _ _	
Type of School _ _ _ _ _	
Date Started _ _ _ _ _	
Date Leaving _ _ _ _ _	

