



## Arriving at Dhekelia Primary school

### Early contact

- Parents are encouraged to contact school in advance to advise arrival date and inform school of any Special Educational Needs or Disabilities (SEND) / Gifted and Talented (G&T) / Health issues.
  - if the child is on the SEN register at SA+ or has a statement of special educational needs then the family must contact Children's Education Advisory Service (CEAS) in UK. **Families should not accept a posting until an SEN enquiry is complete.**
  - the SENCO will contact the previous school for further details.
  - the class teacher is informed as soon as possible, allowing them time to follow up learning issues and to make appropriate preparations, including:  
informing the class that a new pupil is arriving, allocating 'buddies', preparing a seat location, organising books, files, tray, coat hook etc.
  - parents are asked to bring in as much information about their child as possible.
  - Parents must read the information on the school website relating to uniform as it is necessary to pre-purchase some items.

### Day 1 - Completion of paperwork

- When parents and child arrive in Cyprus, they visit the school at their earliest convenience to:
  - complete the School Admission Form giving particulars of their child, prior schools, contact details, SEN/G&T and health issues.
  - provide any records from previous schools eg school report, recent SAT scores and levels or Foundation Stage Profile scores where available.
  - complete the SSAFA Forces Help School Health Record and Medical information form which is passed on to the School Nurse.
  - collect a School information pack which includes:
    - Full version of School Prospectus
    - School Calendar
    - School Bus Information
    - Fact File
    - Absence reporting details

### School tour

- When admission paperwork is completed and checked, parents and children are taken for a school tour which includes:
  - having a meeting with the HT, or an available member of the SLT.
  - the location of important areas within the school such as the main hall, ICT room, toilets, playgrounds, water fountains, library, staff room, first aid, lost property etc.
  - visiting their new classroom and their meeting their new class teacher, classmates and buddies.

## **Day Two - First full day in school**

- class teacher meets the child at the classroom
- class teacher will have peg, tray, lesson timetable, homework timetable, weekly events timetable i.e. swimming, library, PE organised in advance
- class teacher introduces new child to the class and allocates a 'buddy' to provide personal support and help the new child understand school routines and a further "child's eye" tour of the school if required

## **After two/three weeks - class teacher discussion with parents of new pupil**

- the class teacher invites parents in to school to discuss how the child is settling in.



## **Moving on**

### **Notification of Leaving**

- Parents notify the school that their child will be leaving and:
  - are asked to come in to complete a Notification of Leaving which has a questionnaire attached.
  - are informed that they need to
    - collect their child at the end of the final day
    - collect and sign for the Pupil Transfer Report folder from the office to pass on to their new school. Records will be posted directly to the new school, except in exceptional circumstances.
- When the Notification of Leaving form is received:
  - office inputs child's date of leaving and new school details on INTEGRIS
  - The headteacher records any parental comments from the questionnaire
    - Comments are reviewed periodically for action
- A SCE Pupil Transfer Report folder is compiled by the school secretary which includes:
  - a cover sheet listing the pupil's details
  - a checklist of records required from class teacher
  - an acknowledgment form to the new school from headteacher
  - a School Information Sheet
  - all relevant records from office file

### **At least one week before leaving date**

- Office reviews the SCE Pupil Transfer Report folder, forwards it to class teacher and requests:
  - foundation stage profile or KS1 / KS2 report including levels
  - any recent test papers
  - current Maths, English and Science books / folders and significant ICT and foundation subject samples of work, reading record
  - Curriculum Statement to be highlighted
  - a leaving report
- Office requests SEN file

- SENCO contacts new school if appropriate

### **Final Day at School**

- Parents come to the school to pick up their child at the end of the final day and:
  - collect and sign for Pupil Transfer Report folder from the office
  - collect any other books or school work, where required and say goodbye to staff
  - SENCO will forward any SEN paperwork directly to the school

Lists of schools we send pupils to are kept on INTEGRIS together with a forwarding address