



DEFENCE COMMUNITY ORGANISATION

Connecting with your community



Changing schools checklist

Before you leave

- Notify the present school of the move.
- Ask the school for reports, samples of work and other relevant information for collection prior to departure.
- Prepare a student information portfolio for each child.
- Return all library items, texts, equipment etc. that belong to the school.
- Ensure all outstanding fees are paid.
- Encourage your child to collect mementos, gather contact details and email addresses of friends.
- Contact your local Regional Education Liaison Office, or REDLO, for information on education in the new location.
- Contact the new school for enrolment forms, school prospectus, curriculum details, web address and other details required.
- Explore the new school via the internet if possible.
- Ensure that all information needed to enrol at the new school is carried with you.

When you arrive

- Make an appointment with the principal or relevant enrolment officer.
- At the appointment discuss your child's strengths and weaknesses, special needs (if applicable), appropriate year level placement, student information portfolio, subject choices etc.

- Accompany your child on a tour of the school.
- Familiarise yourself with the established forms of communication between the school and the home.
- Allow approximately four weeks for your child to settle in and for teachers to get to know them, then ring the school to discuss progress.
- Access the Education Assistance Scheme if appropriate.
- Contact the REDLO for further assistance or advice if required. Issues may include: handwriting styles, behaviour management, communication with the school, school discipline, suspension and expulsion etc.

As a parent it may be worth noting that, in April 1989, the members of the Australian Education Council accepted the recommendation that: 'Systems accept differences in handwriting styles and that this information be distributed to teachers showing the accepted styles' and that 'all Australian government school systems will now accept that a child taught a handwriting style in one state will not have to change it on transfer to another state which teaches a different style'.

Student Information Portfolio

A student information portfolio is a collection of materials designed to show your child's schooling experience and achievements. Constructing the portfolio can be a cooperative project with your child and can help generate confidence and enthusiasm for a move.

A well-constructed portfolio can:

- provide a documented history of the student's progress
- provide details about the student to assist the new school in placing the student in an appropriate year level
- encourage your child to feel he/she is making a contribution to his/her schooling
- help parents to relate more confidently to new schools.

A digital student information portfolio with USB capacity has been developed by DCO. It is an interactive multimedia program that captures the academic, sporting, cultural and social history of a child over each year of their schooling. A copy of this digital version can be obtained from your local REDLO or DCO office.

If you are unable to access the digital program, then a sturdy two-ring binder and a number of clear plastic inserts or a display book is suitable for the portfolio.

Suggested items for inclusion are:

INTRODUCTORY SECTION

- Personal details, a recent photograph, details of siblings at the same school, copy of birth certificate, immunisation record, Baptismal certificate (if applicable).

SCHOOL INFORMATION

- Schooling history sheet, current subjects and levels, reports, dated samples of student's work, awards and certificates.

ADDITIONAL INFORMATION

- Guidance assessment reports, medical reports, school recommendations.
- Involvement with school-based activities, e.g. canteen duty, coaching or umpiring a sporting team etc.

CO-CURRICULAR ACTIVITIES

- Sports, hobbies, club membership
- Art, music, languages, drama

Resources

The Department of Education, Employment and Workplace Relations has developed two resources to help schools and parents when students change schools.

Changing Schools is series of booklets and brochures that provide information for schools and parents to help them support the needs of students who move schools.

The **Interstate Student Data Transfer Note** allows, with parental approval, student information to be transferred from the old school in one state or territory to the new school in another.

Contact the Department of Education, Employment and Workplace Relations

Visit the website at www.deewr.gov.au and www.deewr.gov.au > Schooling > ChangingSchools

Write to GPO Box 9880
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Regional Education Liaison Officer contact details

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