

GUIDANCE FOR SUPPORTING PUPILS WHO MOVE SCHOOLS DURING THE YEAR'

These documents have been created to support pupils who arrive at your school in the middle of a school year – 'In-Year Casual Admissions'.

Some students who move schools during the year are for 'happy' reasons (e.g. a house move) and some for unplanned, unprepared, sudden changes. But for any reason, a student will arrive in a new school and be expected to quickly settle in to the new routines, new rules, new people, new timetable, and new classrooms with less support than if they had joined at the beginning of a new school year/usual transition point.

This activity could be given to a pupil before they have their first visit, at the end of their tour, or with a member of staff on one of their first days. This would, of course, be determined by the nature of the school move and any practical reasons (e.g. have they moved into the area yet?) They are Word documents with the view that schools individualise them with their own logos/photographs etc.

Changing schools, even for seemingly positive reasons, can affect a CYP emotionally because they have had to leave their previous friends behind. It can take some time before they feel settled into their new community and start to make new attachments with new children and/or adults. It will be a different experience for each individual CYP but if they feel welcomed and offered a positive experience, they will learn to adapt quicker.

Here is a list of considerations which is by no means exhaustive! They are not in any particular order.

Some lend themselves better to different age groups but can be considered for all

- An initial tour of the school should be completed by a member of SLT. Perhaps ask current pupils what areas to show and the reasons why?
- Highlight to the CYP the positive aspects of the change in school. Link to their hobbies/interests as much as possible. Are there any extra-curricular opportunities for them? This may help to establish a social base quicker
- Assign pupils a buddy trying to match interests/hobbies/characteristics so that the pupils have something in common. On the first day, can this buddy show them around the school again? They will give the new pupil a different perspective!
- Make sure there is access to a map of the school. Can they find their way around the building? Do they know where the toilets are? Where to find people they may need?
- Try to make sure that the pupil very quickly has their own 'space' within the school environment e.g. coat peg, tray, and desk. Do they know where to keep their lunch boxes?
- If you have a display with pupils' work, a birthday board, a reward system with pupil photographs etc., ensure that the new pupil is included quickly
- When reflecting back on previous work, try to remember that this CYP was not 'here last week/month/year' so will not be able to remember.
- SLT member –try to 'touch base' with the student regularly on an informal basis, and a more 'formal' review with them after a few week. Are there any queries? What else would you like to know? Is there anything that can be done to help you feel more settled? This discussed can be used to inform how you as a school can support any new pupil that joins you in this way. Perhaps review the form they completed and see if there are any changes?