



# Moat Farm Junior School

## In School Transfer/New Arrivals to Moat Farm Juniors

The following table shows a brief run-down of the transition process at Moat Farm Juniors. We want this to be as effective as possible for you and your child. If at any point, you require extra information or support, please contact the school and we will be very pleased to help.

	What?	How?	Who?
Supporting parents after application.	Mrs Breen/ Mrs Stewart invites parents into school to go through paper work and address any concerns with regards to uniform, medical issues etc. During that visit your child will meet their class teacher	Mrs Breen or Mrs Stewart will contact you to invite you to come in to school.	Mrs Breen Mrs Stewart
Support parents with lunch orders	School computers and support are made available to order lunches and cater for specific dietary requirements.	Please come to the school first thing in the morning and Mrs Gilbert will come and help you log on and order.	Mrs Gilbert Mrs Breen Mr Ward Mrs Barnett
Supporting parents with attendance	If children do not arrive in school on the first day, Mrs Stewart our education welfare officer will try and phone you and then visit you at home to see if you need any extra help and support.	If you have any concerns re transport or attending school, please contact Mrs Stewart.	Mrs Stewart
Supporting children with medical needs	If your child has a medical need, we will invite you in to talk about what we need to do in school to care for your child and to support you.	Please phone the school office to arrange an appointment to speak with either Mrs Moulder or Mrs Breen.	Mrs Moulder Mrs Breen Mrs Vaz
Supporting children with SEN needs (special education needs) including EHCPs	If your child has an SEN need, we will invite you in to talk about what we do in school to support your child.	Please phone the school office to arrange an appointment to speak with Mrs Moulder.	Mrs Moulder
Supporting Personal and Social needs	If your child or your family have particular needs that you require support with, please contact our Safeguarding and Pastoral Support officer or our Parent Support Advisor who will be able to support you during and beyond the transition process.	Please contact the school office and ask to speak to Mrs Moulder or Mrs Barnett.	Mrs Moulder Mrs Barnett

Review after the first month	During the first month, your child will be closely monitored. At the end of this period, a member of the Senior Management Team will contact you to see how things are going, to talk about what has gone well and how things could be even better.	If you have any concerns before this, please phone the school and ask to speak to Mrs Moulder, Mrs Scotney or Mrs Shaw.	Mrs Moulder Mrs Scotney Mrs Shaw
Review at the end of the first term	At the end of the first term, a questionnaire will be sent home to see how you and your child have found the transition to Moat Farm Juniors.	The questionnaire will be sent home with your child. If you need any support filling it in, please contact the school office.	Mrs Breen