



# Parent checklist for school transfer

The following are suggestions for the sorts of questions you might ask. You may not need to ask all of them – highlight the ones which suit your situation. We have left spaces for you to add your own questions. Please copy this sheet for each school visit.

**Name of school:**

**Date of visit:**

**How were you dealt with when you first contacted the school to arrange your visit?**

## Things to look out for during the visit

You can write your comments below.

How are you dealt with at the school reception?

How does reception staff deal with pupils?

How do pupils behave towards each other?

How do pupils behave towards staff?

Is the school noisy?

Do pupils stick to the rules about uniform and jewellery?

How do staff talk about pupils with special needs?

What sort of attitude do staff have? Do they want to solve problems?

Does the school have a physical environment that would suit your child?

**Questions you could ask**

How many pupils are there in the school?
How many pupils would be in my child's class?
Who would my child talk to if he/she had a problem?
How is the school day arranged?
Where do pupils spend their break/lunch times?
What proportion of the school has special needs?
What would happen if my child misbehaved?
How does the school deal with bullying?
Are there morning/lunchtime clubs?
How are they staffed?
What are the rules around school uniform?

**These are my child's needs**

Do you have staff with specialist qualifications/experience?
Could you outline the support he/she will get?
How will I be involved in planning the support for my child?
How often will my child's progress be reviewed?
What will the school do to make sure that all staff know about my child's individual needs?
How is homework given out?

### These are my child's needs

Does the school have a buddy system?
How does the school communicate with parents?
When will you keep me informed of my child's progress?
What help will be given for tests and examinations?

### All schools will be able to give you

A school prospectus
The school profile
SEN information report
The SEN Policy
Other policies such as their behaviour or bullying policy
Their home school agreement
The Ofsted Inspector's report on the school

Reading through the information will give you an idea of what the school is like and help you identify any areas you want to find out more about.

### Add your own questions below:


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If you need further information, please contact  
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