

## **Avatar's script for the Mobility Coordinator**

Hello. I am the Mobility Coordinator of this virtual Service Children's Education or SCE School. At this time, not all SCE schools have a designated person with sole responsibility for mobility; many though do have a point of contact who will assist throughout with the transfer into and out of their setting. Many service schools have a very high turnover of pupils. This mobility may be a steady trickle of arrivals and departures throughout the academic year or a complete battalion move, or a combination of these.

Starting at a new school or moving from your current school can be a stressful time for students of all ages and their parents. The role of a Mobility Coordinator is to look after students and their families on arrival at school, and also when leaving to help all staff make the transition as seamless as possible.

A Mobility Coordinator will help new pupils and their families settle in to their new school environment smoothly by providing a single point of contact. We are here to assist with any relevant paperwork before and on arrival, give a tour of the school, introduce students to their new teachers and endeavour to answer any questions.

The Mobility Coordinator is also responsible for collecting and recording recent academic progress. It is essential that a student's academic records are transferred promptly to the new school. It is usually most efficient if parents take a pack of recent records with them as this helps the new teachers match work most effectively.

Where records are missing or delayed, the mobility co-ordinator will ensure that the previous school is contacted so that copies can be sent on without delay.

It is a good idea to use the Internet and view the website of your new school before your visit. All SCE schools' sites are linked to [www.sceschools.com](http://www.sceschools.com). You will find direct links to all SCE Schools websites if you click on my notice-board. You could also contact the school by letter or email to let them know that you are coming. As soon as the Mobility Coordinator knows you are coming, he/she can investigate your present school website. This helps us to understand your current environment so we can talk to your new teacher and help you when you first arrive at school.

When the time comes to leave a school, the Mobility Coordinator helps students and their families to prepare for the move. Leavers are invited in for a chat about their move so they can get involved early with their move and get support. Younger students may also be provided with a 'Moving Schools' pack, published by the Children's Education Advisory Service, CEAS, which helps pupils and families think about and deal with the issues associated with changing schools. All recent academic records held by the school are collated ready to be passed on to the next school, along with the latest school report.

CEAS manage admissions to new schools and their website and hotline are a good source of information. If a student has any Special Needs that require extra support CEAS must be contacted before a posting is taken up.

If you click on the papers on the coffee table, you will find a selection of relevant pages taken from their moving schools pack, as well as a direct link to their website and their other contact details.

A sample of documents in use in SCE Schools relating to arriving at and departing from a school can be found in my filing cabinet, and other useful resources and contact resources can be found by clicking on the hotspots.