

Secretary Avatar Script

It is always useful to have a point of contact for parents, throughout the whole time their child is in school, but particularly at the crucial times of arriving and leaving.

The secretary is usually the first member of school staff to be encountered when parents make the initial enquiry to a school, so it is important that we have, and are conversant with, all the information about our setting to help ensure a smooth and seamless entry for pupils. Similarly, when leaving a school it is vital that schools are informed in advance to allow time for preparation of transfer documents and leaving packs which parents are then expected to pass onto the new school with some additional information passed to on electronically if that school is part of SCE or an English local authority.

All schools try to ensure that the paperwork they produce for parents is informative, purposeful and clear. In SCE we hope that in addition to this, our information for parents is as accessible as possible, we know that it is not always easy for parents to visit their child's prospective school before they join, due to the wide and varied locations of our settings, which you can see on the map here. Therefore, many SCE schools have copies of their prospectus, school handbook and curriculum documents available on their websites to which there is a link from www.sceschools.com

The admission procedures for the school should be explained to parents before they arrive. In many SCE schools it is usual to visit the school prior to the child's first day, this time allows records to be completed, children and parents the opportunity to meet the class teacher and be introduced to the children in the new class. Parents should ensure that a place for their child on the school bus, if required, has been arranged via the local community support office.

Please click on the top drawer of the filing cabinet to access examples of admission documents and on the bottom drawer for materials relating to departing procedures.