

Reading Recovery Inservice Course

Child transferring to a new school

Teacher Guidesheet

When children move schools while still in Reading Recovery it is essential for the new school to know the child's Reading Recovery history in order to

- a) ensure that the child is placed on Reading Recovery in the first available space.
- b) complete the Ministry of Education *Individual Student Report*.

It is also important for the new school to know about children whose lessons have been discontinued and those referred within the last twelve months, to ensure the child's reading and writing progress continues to be monitored.

A yellow *Information on student transferring to a new school* form is to be completed for each child leaving the school with the Observation Summary for Multiple Assessments sheet attached.

The following guidelines are to ensure the necessary information is received as quickly as possible by new schools.

- **New school known**

If the school is known it is the Reading Recovery teacher's responsibility to arrange for the forwarding of the two forms by post, email, or fax, or by asking parents/caregivers to hand it to the new school. Contacting the school's Reading Recovery teacher by telephone or email provides an 'alert' ahead of the child's arrival.

- **New school unknown**

If the school is unknown and parents/caregivers are unable to be contacted, the Reading Recovery teacher should alert their school's office administrator in case information on the child is requested at a later date.