



Moving schools—checklist for parents

Defence Member and Family Support



Defence Member and Family Support provides a range of support for families with school-aged children when they post to a new location.

We've developed a handy checklist for parents which includes things to do before you move, details the documentation you'll need and things you can do on arrival to help your child settle in to their new school.

BEFORE YOU LEAVE

Before you leave your current location it's handy to complete the following:

- notify the current school of your move. Include the DSM if your school has one.
- discuss the move with your child, answer any questions they may have, and reassure them
- ask the school for reports, samples of work and other relevant information you can take with you
- if you have selected a new school in the gaining location, contact them for information, or speak to the education liaison officer in your new location about schooling options.

RECORDS AND DOCUMENTATION

It's handy to put together the following list of documents and records for when you arrive in your new location:

- birth certificate
- immunisation record
- recent report and/or NAPLAN report

- an updated assessment of special needs
- samples of school work
- any other information relevant to your child's education.
- proof of address

ON ARRIVAL AT THE GAINING LOCATION

When you arrive at your new posting location:

- make an appointment with the principal or enrolment officer at your child's new school, or schools you are interested in
- inform the school of where your child previously attended, and complete the Student Data Transfer parental consent form to allow your child's records to be transferred between schools
- at the appointment, discuss your child's strengths and weaknesses, placement, any special needs, school policies and wellbeing programs
- find out what items/materials (booklist) your child will need in class. Uniform requirements.



- If your child is in year 11 or 12 discuss curriculum/syllabus and assessment
- talk to your child about their new school and discuss any questions or concerns they might have and reassure them
- familiarise yourself and your child with the schools routines, requirements, expectations
- establish forms of communication between school and home
- allow approximately four weeks for your child to settle in and for teachers to get to know them, and then make a time to meet with their new teacher to discuss progress or concerns—don't just rely on parent/teacher interviews
- talk to your local DMFS Education Liaison Officer about eligibility for Education Assistance Scheme support if your child's new school thinks they need additional tutoring.
- Touch base with the DSM if your new school has one.

EDUCATION SUPPORT

DMFS Education Liaison Officers

Our Education Liaison Officers provide education support to families when they move around the country. They can provide information and advice about schools and the state or territory education system as well as referral and specialised assistance.

They can help families with:

- local school information and work with parents, students and teachers to manage the transition to a new school
- linking with education providers, resources or support agencies according to the child's needs (including children with special needs)
- working with schools to ensure a supportive educational environment and to raise awareness of the issues facing students from Defence families
- information about the Defence support services available, including financial assistance through the Education Assistance Scheme.

Defence School Mentors

DFMS provides funding to eligible schools to assist with the employment of Defence school mentors, or DSMs. DSMs are based in primary and secondary schools across Australia. They work to minimise the impact of mobility on education and build the capability of the school in supporting Defence students and their families.

They provide support through on-site, direct and flexible assistance to students, parents, teachers and other support services.

For a list of schools with a DSM, visit the [DMFS kids' education](#) webpages or contact the all-hours Defence Member and Family Helpline.

Education Assistance Scheme

A range of financial support is available to help minimise disruption to education caused by posting within Australia. The aim is to provide the student with limited interim assistance to help overcome any immediate difficulties with their education occurring as a direct result of posting.

Support is available for:

- tutoring
- boarding school allowances
- tertiary accommodation
- students with special needs
- scholarship loss
- reunion travel

Terms and conditions apply.

Defence Member and Family Support offers a wide range of support services to ADF members and their families.

For more information on this factsheet and other DMFS services visit our website or contact the all-hours Defence Member and Family Helpline.



1800 624 608



memberandfamilyhelpline@defence.gov.au



defence.gov.au/members-families



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MORE INFORMATION

For more information on education support, contact the all-hours Defence Member and Family Helpline or email education.supportprograms@defence.gov.au.

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