

top tips for schools
for transition

TOP TIPS FOR TRANSITION

Next steps...



COMMUNICATE...

Make contact with the parent/carer ASAP to discuss what transition work is planned for their child & discuss any worries/concerns the parent/carer/child may have. Plan plenty of transition visits - the more the better, invite the parent/carer to stay for the first few to help the child gain confidence. Introduce a key member of staff on the visits so a relationship can be built before the child starts. Make sure your school website SEND section is up to date.



REASONABLE ADJUSTMENTS...

Provide example visual timetable, social stories, photos of staff including SENCO, pastoral, learning mentor or other key staff, photos of key areas such as toilets, canteen, sensory room, outside space. Map of school layout example food menu & lunch routine. Example of behaviour/reward system. Make sure any reasonable adjustments are in place from day 1 - they may be small to you but mean the world to the child - these are very important.



ACCESS TO SENCO...

Arrange video call or face to face meeting to introduce yourself & discuss any concerns or worries. Discuss what reasonable adjustments need to be in place prior to start date. Make sure all staff members are aware of the child's needs. Update One Page Profile/Supporting Me To Learn Plan/My Support Plan/Health Care Plan/Intimate Care Plan etc.



PREPARE FOR DAY 1...

Make sure everything you have agreed is in place before the child arrives at school. Agree with parent/carer/child what will happen on 1st day, where they should go & who will be supporting them. Consider extra time to greet the child & help them find their way around. Remove any anxieties, keep positive & friendly. It may be helpful to arrange for the child to meet another friend/family to go in to school together. Remember to celebrate **ANY** successes.



ONGOING...

Keep lines of communication with parent/carer open. Feedback any issues promptly - don't let things escalate. Parents want to work together with you & they understand there will be good days and bad. Agree how you will review this in the first half term, such as a planned review meeting with the parent/carer to discuss what is working well and what needs to change.



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