

Virtual Transition Meeting Information

- Currently transition meetings are taking place over the phone or as a virtual online meeting.
- Once you have spoken with the school plan a date for the meeting.
- If the family are not able to or may not wish to attend, talk to them before the meeting to ensure that their questions or concerns can be discussed and strategies to support the child identified.
- Ensure that you are in a room where you can talk confidentially to the school.
- The meeting could last up to one hour so cover in rooms will need to be arranged.
- Contact parents, school and all professionals involved to invite them to the transition meeting.
- Please ask professionals who are not able to attend the transition meeting to send a written report.

Before the meeting you will need to have gathered the following information:

- Completed transfer to school document
- Up to date Learning Journal
- Full copy of child's SEN support document (from the first meeting to the most current)
- Any relevant medical information e.g. latest SALT report, CDC assessment report etc
- EHC Plan
- Any reports sent by professionals who cannot attend the meeting.

At the meeting

- Begin with introductions (be aware the child's parents may be feeling anxious, so it is probably best not to start with them).
- Ensure each person has an opportunity to speak during the meeting.
- Use the transition document to record the areas of concern, strengths of the child and strategies used in your setting.
- Complete the action plan of what training needs, support and resources are required to ensure a successful transition for the child.
- Identify when the actions within the plan need to have been completed by and who is taking responsibility for each action.
- At the end of the meeting check if anyone else wishes to add any more information.
- Thank everyone for attending the meeting.

Points for discussion during the transition meeting:

- Ensure you are realistic about the child and their needs
- Consider how the child will cope at key times of the day e.g. lunch, PE, playtime, assembly etc.
- What preparation the child may need e.g. photos, social story, extra visits to school (within Covid guidelines)?
- What arrangements have the school made for visiting pre school? Does the child need additional visits to school? This will be dependent on Covid guidelines.
- Consider if a morning session would be better for the child? When starting school what sessions will the child attend and will this suit their needs?

Sharing information with school

The following information will need to be sent to school before the end of the summer term with parent's permission. Consider using the Transfer form as a record of when and to whom the information was handed to:

- Full SEN support document
- Transfer to school document
- Any reports and medical information
- Education, health and care plan (if applicable)
- Special needs transfer to school form (yellow paper)
- Successful strategies used to support the child
- Information about motivating activities