



Transition Checklist: Starting Reception

Initial Steps

- ☐ You may wish to request a transition meeting involving: Nursery/ Childminder, new school, family
- ☐ Find out who is the school's *Designated Teacher for Previously Looked After children*
- ☐ Find out what enhanced transition support the school already offer
Eg. Additional visits, summer holiday activities?
- ☐ Clear transition plan including visual calendar for child with key dates
Eg. visits to new school, last day at nursery, first day at new school)
- ☐ Ask the early years setting to share successful strategies with the new setting. Plan for how these can continue into reception.
- ☐ Information sharing- what history would be helpful to share with new school and who should it be shared with (Eg. SENCo, Class teacher, Designated Teacher etc.)
- ☐ If you want the school to be able to claim Pupil Premium Plus, you will need to show them evidence that your child was previously in care.
- ☐ Share any SEND information and find out what interventions are available that child can access to meet needs
- ☐ Agree the best method of communication between school/ home- who will be main point of contact for you as parent/carer, and how often will communication be?
- ☐ Arrange a review meeting for a few weeks into the new term to discuss how the transition has gone and address any early concerns

What could be included in a Transition Plan

- ☐ Identify key adults at new school. Explore possibilities to build relationships prior to starting in September
- ☐ Opportunities to meet new teacher/ key staff in relaxed setting.
Eg. Lunch or a board game with new teacher / key adult
- ☐ Phone call between nursery/childminder and new school to share detailed information
- ☐ Additional visits to new school- this could be supported by family or key staff at nursery
- ☐ Consider initial visit when school is closed to other pupils eg after school/ INSET day – it may be helpful to have a planned activity that child enjoys
- ☐ Peg/ drawer etc labelled prior to first visit so child feels they already belong

- ☐ Picture that child is proud of displayed in new classroom
- ☐ Booklet of new school to be shared with photos of key adults/classroom/playground
- ☐ Menu choices to be shared with family as food can be source of anxiety for some children
- ☐ 'Holding in mind' – postcards from previous/new key adults during the school holiday
- ☐ Memory book given after child leaves nursery with photos
- ☐ Transition objects to look after over school holiday as a physical reminder

How parent/carers can support transition

- ☐ Walk past the new school or find other gentle ways to introduce the concept of new school
- ☐ Share photos/ social stories with child over holidays to support familiarity with setting and staff
- ☐ You may be able to organise play dates with future classmates to create contact
- ☐ Find opportunities to 'wonder' with child about new teacher/ new school
Eg. I wonder whether Mrs Smith likes cats too? We can find out when you start in her class!
- ☐ Validate any worries that a child might have. Find out answers to questions to alleviate uncertainty (Eg. what will I eat?). School websites can be great sources of information!
- ☐ Order uniform and equipment early so that child starts the new school feeling prepared
- ☐ Support child to attend all transition activities offered

Further resources

See *Parent and Carer Resources > Supporting Transitions* on the *Virtual School Website*
[Parent and Carer Resources | Virtual School](#)

This resource was created in partnership with:

