



Transition Checklist: Mid-year Moves

Initial Steps

- ☐ Find out who is the new school's *Designated Teacher for Previously Looked After children*
- ☐ Request a transition meeting between the current school, new school and family

Transition Meeting

- ☐ Find out what 'enhanced transition' arrangements might be able to be offered
- ☐ Current school to share strategies and interventions that work and all to consider how these can be continued in the new school
- ☐ Information sharing- what history would be helpful to share with new school and who should it be shared with eg SENCo, Head of Year, 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 parents/carers and how often will communication happen?
- ☐ Ask for information on the behaviour and uniform policies (these can be found on the school website)
- ☐ Find out about what online systems/apps are needed Eg. Parentpay
- ☐ Find out information to fill in any gaps e.g. timings of the school day, timetable, lunch plans, homework guidance, uniform requirements
- ☐ Arrange a review meeting for a few weeks after starting the new school to discuss how the transition has gone and address any concerns in the new setting early
- ☐ Clear transition plan including calendar with dates for child to see (Eg. visits to new school, ending events at current school)

What could be included in a Transition Plan

- ☐ Identify key adults at new school and where child can obtain information or support when they start. Explore possibilities to build relationships prior to starting

- ☐ Additional visits to new school, including when no other students present. This could be supported by key staff at current school. Could involve taking photos of site etc and becoming familiar with surroundings
- ☐ Create a Pupil Passport or equivalent with school which is shared with the new setting so teaching staff can understand child's needs and strategies to support
- ☐ Child to be supported to ask/write questions to school
- ☐ 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
- ☐ Arrange additional visits to answer any questions, find out about extracurricular activities and familiarise themselves with the setting
- ☐ Discuss how the child will get to school and practise the logistics of the journey to school
- ☐ Peg/ drawer etc labelled prior to first visit so child feels they already belong
- ☐ Opportunities to meet new teacher/ key staff in relaxed setting Eg. lunch or a board game with new teacher / key adult
- ☐ 'Holding in mind' – postcards from previous/new teachers during the school holiday
- ☐ Memory book/ letters sent after child leaves
- ☐ Transition objects to look after over school holiday as a physical reminder

How parent/carers can support transition

- ☐ Walk past new school or find other gentle ways to introduce the concept of new school
- ☐ Share photo/ social story with child over holidays to support familiarity with setting and staff
- ☐ 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 and responding with clear information and finding out answers to child's questions to alleviate uncertainty (Eg. how will I buy lunch?)
- ☐ Order uniform and equipment early so that child starts the new school feeling prepared
- ☐ Support child to attend any enhanced transition activities
- ☐ Look at the school website with your child to find out more information e.g. what clubs are available?
- ☐ Consider if there is a transition object that the child may find comforting or supportive

- ☐ Supporting goodbyes- A specially made transition book, to include photos of both old and new settings, can be helpful.

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:

