

## Transition to Secondary School Plan

**\*\*Prior to this meeting, the primary school should request that the secondary school provides options of dates for school visits\*\***

*To be completed by the child's current primary school and new secondary school, to be revisited throughout the Summer Term*

<b>Name of young person:</b>		<b>Date of virtual meeting:</b>			
<b>Primary School:</b>		<b>Secondary School:</b>			
<b>Names and roles of meeting attendees:</b>					
<b>On which dates will the young person visit the secondary school?</b> <i>(please record at least one date)</i>			<b>On which dates will secondary professionals visit the young person?</b> <i>(please record at least one date)</i>		
<b>Has the young person's primary school...</b>	<i>(Tick if complete)</i>	<i>(Tick if incomplete)</i>	<b>Has the young person's new secondary school...</b>	<i>(Tick if complete)</i>	<i>(Tick if incomplete)</i>
<b>Completed (with young person) and given to secondary:</b> <ul style="list-style-type: none"> <li>• Passport, and Drawing of Ideal Secondary School</li> <li>• Alternatively present Pupil Voice in a format chosen by student e.g.PPT, drawing or fact file etc.)</li> </ul>			<b>Given details of daily routines/timetables</b> (with emphasis on the introductory week)?		
<b>Given details of academic progress/specific strengths of young person?</b>			<b>Given details of school rules and regulations</b> (and opportunity to discuss)?		
<b>Circulated relevant documents for example EHCP (Education, Health and Care Plan) and any other individual plans/reports?</b>			<b>Given details of homework and afterschool clubs and opportunities to develop friendships?</b>		

			Given details of teachers/other professionals including form tutor (and locations)?		
			Shared Secondary School Information Book?		
Transition Book shared with young person?			Given details of identified buddy or previously known peer?		
Planned to provide the young person with a yearbook/memory book/memento?					
<p><b>Safeguarding:</b></p> <p><b>Are there any safeguarding concerns</b> (now or historic that may be of relevance)? Yes/no</p> <p>If so, please give details of how the young person may be best supported...</p> <p><b>Will the young person need to be escorted on their transition visit/s?</b> Yes/no</p> <p>If so, please give details...(TA may escort and not stay with the young person/and/or have a staged support package)</p> <p><b>If any of above actions by primary or secondary school are incomplete, please give details of by when and by whom they will be completed</b> (please give dates or state if these actions were deemed appropriate):</p>					

Please add any notes for discussion from the information provided above. This could include steps towards independence and transition, and information about transport to or from school:

**School Actions:**

- At least 3 *virtual/in-person visits to the Secondary School – including key transition times of the day*, this could include a focus on the following topics;
- Using timetable and Map, SEN/Form tutor and/or Pastoral staff support (where and how to find key people)
- Lunchtime
- A variety of lessons and how they might be supported in different contexts such as a Physical Education lesson.
- Teambuilding – with a cohort of children
- Meet relevant staff (identified key contact, key worker, form tutor and head of year if possible)

**Dates:**

**People responsible:**