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| --- | --- | --- | --- | --- | --- | --- |
| **Transition to Secondary School Plan**  *To be completed by the child’s current primary school and new secondary school, to be revisited throughout the Summer Term* | | | | | | |
| **Name of child:** | | **Date of virtual meeting:** | | | | |
| **Primary School:** | | **Secondary School:** | | | | |
| **Names of meeting attendees:** | | | | | | |
| **On which dates will the child have virtual/in-person visits to the secondary school?** *(please record at least one date)* | | **On which dates will secondary professionals virtually/in-person visit the child?** *(please record at least one date)* | | | | |
| **Has the child’s primary school…** | *(Tick if complete)* | | *(Tick if incomplete*) | **Has the child’s new secondary school…** | *(Tick if complete)* | *(Tick if incomplete)* |
| **Given EHCP/Pupil Information?** |  | |  | **Given details of daily routines?** |  |  |
| **Given details of academic progress?** |  | |  | **Given details of school rules and regulations?** |  |  |
| **Completed (with child) and given to secondary:** (Transition Book, Passport, and Drawing of Ideal Secondary School. Alternatively present Pupil Voice in a format chosen by student e.g.PPT, drawing or fact file etc.) |  | |  | **Given details of identified buddy?** |  |  |
| **Circulated relevant documents including SCERTS IEPs?** |  | |  | **Given details of homework and afterschool clubs/** |  |  |
| **Given details of teachers/other professionals including form tutor?** |  |  |
| **Shared Secondary School Information Book?** |  |  |
|  |  | |  | Other: |  |  |
| **Safeguarding:**  **Are there any safeguarding concerns** (now or historic that may be of relevance)?  Yes/no  If so, please give details of how the young person may be best supported…    **Will the young person need to be escorted on their transition visit/s?**  Yes/no  If so, please give details… | | | | | | |
| **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…** | | | | | | |
| **Please add any notes for discussion from the information provided above…** | | | | | | |
| **Success Criteria:** | | | | | | |
| **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; * Environment – Map (highlighting for example toilets and SEN room) * 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:**  **Other:** | | | | | | |
|  | | | | | | |