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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/noIf 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/noIf 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:** |
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