Transition Checklist

The following is a checklist for the Primary and Secondary SENCOs to use during their Transition Planning meetings.

* Is the timetable organised weekly or fortnightly?
* Give the student a visual timetable.
* Who will support the student during unstructured times & changeover times (peers, older mentors)?
* Will the student receive full-time support?
* How will this support be organised during lessons (subject specific support)?
* What subjects & activities are taught at the secondary school and not at the primary school?
* Give the student a colour coded map.
* Take photos of key members of secondary school staff.
* Who are the student’s friends within the class? Make sure some are in his/her tutor group and lessons.
* Resources used to support maths (eg Numicon, Stern).
* Resources used to support other subjects.
* ICT resources the student is familiar with.
* Have a digital camera set aside for the student and TAs’ use.
* Make the student passport.
* Give the student a visual list of special equipment/clothes needed for specific subjects (PE, science, DT…)
* Clubs (lunchtime and/or after-school) that the student belongs to/would like to do.
* Does the student have communication issues? If so, what are they?
* Techniques used to overcome communication issues.
* Will the TAs have allocated time to liaise and plan with the Subject Teachers?
* Pass on records of the student’s levels of attainment, Individual Education Plan and targets.
* Techniques used to reward positive behaviour.
* Strategies used successfully as consequences for inappropriate behaviour.
* Any physical issues the secondary school needs to be aware of.
* Are there any transport issues?
* Plan and organise for a SRE (Sex and Relationships Education) programme to be put into place.
* Names of key contact persons.
* Set up a communication book.
* Arrange for whole school training before the student has started.