

Transition checklist

(For staff)

The transition from Primary to Secondary can be a difficult experience for some children. It can evoke lots of feelings including loss, threat, worry and excitement, due to the changes in routine, environment and relationships. There will be some children you are aware of that may benefit from an enhanced transition plan that encourages and builds relationships. We have made a list of things that may be helpful to consider:

Child's details:

Name: _____ DOB: _____

Primary School: _____ Key contact: _____

Secondary School: _____ Key contact: _____

	Enhanced transition activities to consider	When to complete? e.g. by July	Completed?	Additional information
Current school	Updating & sharing their one page profile / IDP with their new school			
	Start to complete a transition passport with the child			
	Organise a meeting with both schools to discuss the child and share information			
	Mark the ending e.g. a memory book / postcard in the summer holidays or autumn term			
Both schools	Ongoing check in with parents/carers, and any services involved in the child's care & support			
	Help the child make a list of questions they would like answered, and find out the answers together e.g. what clubs can they join			
	Joint visit with the key adult from primary school and key adult from secondary school			
	Having a small reminder of school to take with them (e.g. transitional objects)			
New school	Identify a key worker in the new school			
	Facilitate a child and key worker meeting 3 or 4 times before school starts (in addition to their year group visits)			
	Share information on the school e.g. map of the building / photos of people or rooms			
	Meeting key staff members e.g. Head of Year			
	Planning for their first day : Think about how children will be greeted, where they will go, how they get around the school etc. and sharing that with the family where possible			

For more information please see the Resilience Project's transition resources for: [Children](#), [Parents](#) and [Staff](#)