



Prompt sheet for Transition Meetings

Following the SENCO Forum, here are the 'headings' from each slide as a prompt to use before and during transition meetings. This is **not** exhaustive but a starting point.

Settling in (parting from main care giver)
Developmental levels (what are they currently and what progress has been made? Focus on the Prime areas)
Transition times (from tiny ones like changing seats to major ones like moving inside to outside)
Eating (adaptations in seating, resources, placing, timings)
Toileting (consider cueing in, support, sensory concerns, prompting)
Peer interactions (consider social communication, playing alongside/with, do they prefer certain children?)
Adult-led tasks (willingness, understanding, following an adult's choice, 1:1/small group)
Sensory (what is the impact on the child? How do you reduce the impact of this?)
Professional Involvement (consider current and historical professionals involved, consider private and NHS, recall impact of recommendations)
Funding stream (what has been applied for, how was the funding used, what was the impact?)
Statutory assessment, specialist nursery support (Have you spoken to parents about EHCP/Specialist nursery in the past? Has an EHCP been initiated/at assessment stage/draft/final? Has the child had support from the Specialist nursery at FAW?) Has the SENIF Practitioner been involved?
Sharing of documents/information (targeted plans, personalised plans, BPG, Appendix 2 (if EHCP not complete), other professionals documents)

Parental voice (You are a trusted individual for the family, so speak to the parents before the meeting and ask what they would want to tell the school, take brief notes as a reminder for you and the parents)

Child's voice (Whether the child is a verbal communicator or not - what do they need the new adults working with them to know? Put yourself in their 'shoes')

Arrange visits/ uniform drop off/ additional transition resources

Sharing resources (can resources be given to the school, if not - let school know the *exact* resource that supports)

Attending the meeting

- It's the receiving school's responsibility to call the meeting
- Will it be face-to-face or virtual?
- Who from nursery is best placed to attend?
- Write some notes beforehand and check you have covered everything during the meeting
- You are the expert in this meeting - you know the child within an education setting - *be confident!!*