***Insert EY setting logo***

Early Years Setting’s

 Transition Meeting Journal

**Venue:**

**Date:**

**Time of meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name:**  | **D.O.B:** | **Age:****In months** | **Purpose of Meeting:**Transition Meeting |
| **Present:** **Introductions****Decide on minute taker****Apologies****Ensure these are included in the circulation list**  | **Copies to**: **Make sure to get all attendees contact details at the meeting****If EYIO not able to attend, but known to them, please send your EYIO a copy of the TISM journal** |
| **Background Information:** **Professionals involved (Previous and present)****Family background****Hours attended – length of time at setting** **Any extra funding in place (ISF/DAF/DLA)** |
| **My Support Plan (MSP) in place?** |  **Date of last review:** |
| **Yes/No**If yes, please see My Support Plan for full details of support |
| **Key Points Discussed:****What works well for the child – all to input where possible****What doesn’t work well for the child – all to input where possible****How best to support** **Current targets/outcomes from professionals****One-page profiles? IEP’s? ESA?** |
| **What is the outcome we want to achieve?** | **What are we going to do about it?** | **Who will do this?** | **By when?** |
| **SMART****Specific, measurable, achievable, relevant and time-based** | **E.G. What strategies will the early years setting, or school need to implement to support this outcome** | **Early years setting/school/parents/other professional?** | **Set a clear deadline to achieve the outcome**  |
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**Name and contact number of persons leading the transition meeting:**

**Next meeting date:**