***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:**