This guidance has been designed to support you to conduct successful Transition meetings.

**The role of the Lead of the Transition meeting:**

The Lead will run the meeting and take the minutes. It is important to record what was shared about the child and agreed actions so every attendee can ensure these are put in place. The Lead will be responsible for ensuring everyone has their turn to share updates and keeping everyone on track. To record minutes the EYIA’s have transition journal format available on Rightchoice that can be used.

**Before the meeting:**

* Setting a date: This should ideally be arranged once a School place has been confirmed (around April time). The lead will need to liaise with parents and professionals and agree the date for the meeting and ensure invites are sent to all participants. Please ensure you give plenty of notice to all attendees.
* Who to invite:

-The feeder School (SENCo/Reception teacher)

-Parents

- All relevant professionals supporting the child if appropriate, District Specialist Centre, Portage, Health Visitor, SALT, EYIO/ SEND Lead Worker etc.

**Tips for leading a successful meeting:**

* Be confident and professional
* Be aware of the time
* Be prepared

**During the Meeting:**

**Introduce everyone at the start of the meeting**

Record who has attended and any apologies that may have been sent.

**Work from the documents that you have, this could be either a My Support Plan and/or a One Page Profile.**

Celebrate the child’s strengths/what is working, then focus on areas of needs and where the child needs additional support.

Share any strategies/interventions and the impact that this has had on the child.

**Seek Parents’ and Child’s view**

Ensure that Parents have the opportunity to share any information and ask any questions they may have.

Does the child have anything to add? Is there anything they would like to know about their new school?

What strategies are being used at home, do the family access any further support. For example, Children’s Centre or Health Visitor Support Bundle.

You may want to refer back to the original MSP or last review to ensure all updates are recorded.

**Discuss and record what is working or not working at the setting**

Discuss the child’s achievements and any progress they have made with their targets. Be honest and detailed regarding how much support the child requires and what this looks like. Discuss any visits from professionals or any new referrals you have made.

**Seek and share professional updates**

Professional updates and any new advice. E.g., speech and language have now advised for setting to use bucket time. New paediatric report states diagnosis of Global Developmental Delay. Sometimes Professionals are unable to attend but it is important to share their involvement and advice.

**Discuss and plan the steps for transition**

Discuss, plan and agree outcomes to support transition, this could be arranging additional visits in the summer term, putting together a photo book, virtual tour, putting together a phased transition programme that meets the needs of the child and Parents/carers.

**Agree and record actions**

Setting to send feeder School all relevant documentation, My Support Plan/One Page Profile, SEN Transfer form and Transition journal (available on Rightchoice)

If a further transition meeting is needed then agree and set a date and time.

* Ensure that minutes are distributed to all attendees.
* Complete SEN transfer form and send to the receiving school. This gives an overview of the child’s needs and previous support offered.
* You can run a Transition meeting alongside a My Support Plan Review. If this is the case, ensure that you note this on the review. For example, *“My Support Plan Review 2/ Transition meeting”.*
* Consider any additional transition workshops that are being offered over the summer. For example, by your local Children’s Centres.