

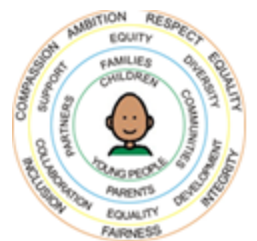
Year to Year Secondary Transition Checklist

Hand on Information:

- List of previously used/current successful strategies – Possibly trawl of current teachers for feedback on what has been successful
- List of known triggers/things to avoid
- List of potential sensory issues
- Notes of specific areas of support needed eg seating position, leaving early from class pass
- Visual/colour coded timetable
- Known distracters/motivators/de-stressors
- Possible comforters/familiar games to be made available e.g. in Pupil Support Area
- Break/lunchbreak/toilet arrangements
- Early morning/last thing routines
- Things that help me/may upset me card (for supply staff)
- Does pupil attend all classes e.g. Assembly/drama/PE? Special arrangements/alternative arrangements?

Preparation:

- Opportunities for new staff to observe child/strategies in use with current staff (could possibly be done during study leave)
- Photographs of new staff/classroom/ etc that can go home prior to the timetable change
- Visits to new rooms as appropriate
- Identify de-stress area/room for times of need



- Consider creating a passport (updating passport if already created)
- Allow time for liaison between new and familiar staff (e.g. working lunch)

Initial things for new staff to consider:

- Remember to keep language simple and direct
- Use visuals where appropriate
- Have de-stress/chill out times (free periods)
- Remember need to prepare for and warn of change (5 minutes warning before the end of a period, change of room, visit out of normal room etc.)
- Contact parents to establish home-school communication links (via guidance/key worker)

