

Transition Checklist Primary to Secondary

School Contacts

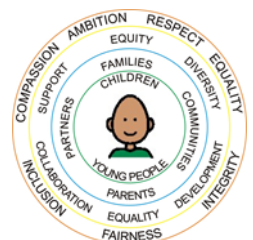
- Names of Depute and Guidance Staff
- Identify the Key worker (LSS, BSS, Guidance, SFL)
- Photographs of Senior management and key staff available

Transfer of Information

- In addition to PPR
- Highlight Classroom strategies currently used
 - Strategies used around the school
 - Things to avoid / unsuccessful strategies
 - Potential problems ie Movement around school, Changing for PE etc.
- Communication –Symbol usage ie Timetables, Worksheets, Instruction Sheets
- Help with organisation

Pupil Views

- Use PCP to gather pupil views
- Construct a Pupil Passport using **Pupil, Parental and Primary Staff Input**
- Use Talking Mats to tease out areas of anxiety or worry
- Identify known / possible stress triggers
- List motivators and de-stress activities
- Identify stress indicators



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Transport

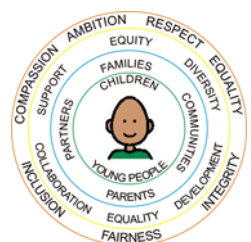
- Discuss transportation arrangements with parents
- Consider possible routines for using Public transport / school bus / taxi etc
- Have a “Plan B” for occasions when Transport is late, does not turn up etc

Visits

- Include pupil in normal transition visits
- Consider additional visits as well as after school tour, Lunch in new school
- Pupil and Parent/carers to visit
- Meet relevant staff , depute, guidance and key worker etc
- Support during visits – Who, where, when
- Pupils could ‘fact find’ and report back to their class

New Environments

- Identified “BASE” area – quiet room / calm environment
- Arrange to have photographs taken of main areas to create a social story for pupils to take home over the summer holidays
- Obtain maps diagrams of school layout, **simplify if required**
- Stair directions ?? Most schools have up stairs and down stairs!!!!**
- Have a “Plan B” where pupil should go / speak to when the unexpected happens



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Getting ready

- Using a Timetable – model / prompt / discuss
- Discuss routines - Arriving at school
Morning Break,
Lunchtime,
End of Day
Changing for PE
Toilets

Request copies of

- pupil timetable from secondary school - Colour code **if required**
- Organisation of timetable – daily , weekly
- Homework diary
- General School rules

Additional Thoughts

- After school clubs
- Extra curricular activities
- Parental involvement in transition – arrange meeting with Keyworkers etc
- Time for Secondary staff to observe pupil in Primary class.
- Have some familiar items in the new environment

