**Checklist for action for transition to setting or school**

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| 1 | Arrange a transitional review meeting with parents, setting or school staff and any professionals involved before the child starts. |  |
| 2 | Complete All About Me transition document (this should be taken along to the transitional review). |  |
| 3 | Invite staff from the new setting/ school to come and meet the child in your setting. |  |
| 4 | Arrange transition visits for the child. |  |

**Transitional Review Meeting:**

Who to invite: Parents, child’s key worker, SENCo, member of staff from the receiving setting. any other professionals working with the child (speech and language, physiotherapy team, SEND Outreach Service, health visitor, inclusion worker etc).

Structure of meeting:

* Introductions: SENCO to chair the meeting. Encourage all present to introduce themselves and explain their involvement with the child.
* Give an overview of the child’s interests and things they find challenging (the Transition Document will be great for leading the discussion). Make sure everyone has the opportunity to speak and encourage parents to participate as their input is vital.
* Discuss transition and how you can work together with parents and the new setting to make this as smooth as possible for the child.
* Discuss funding/additional support if appropriate (Early Years Inclusion Funding/ EHCP etc )