

# SEND Education Transition Plan Checklist

---

## Early Preparation (6-12 months before)

- Begin talking about the new school
- Identify key staff (SENCO, pastoral lead, form tutor)
- Request a transition planning meeting
- Share current support strategies and needs
- Review EHCP/IEP or request assessment if needed
- Collect information from primary school staff
- Confirm any specialist input (OT, SALT, mental health, EP)
- Identify and list potential challenges (sensory, social, organisation)
- Request reasonable adjustments in advance

## School Familiarisation

- Tour the school (multiple visits if needed)
- Visit during quiet times
- Walk the route to school / practice transport
- Take photos of key places (entrance, toilets, lunch hall, safe space)
- Meet key adults and support staff
- Check where to go if overwhelmed
- Create a map / visual guide of school

## Learning & Independence Skills

- Practise using a timetable
- Practise moving between rooms
- Practise organising bag and equipment
- Build confidence asking adults for help
- Prepare for homework routines and systems
- Introduce locker practice or organisation tools
- Review and teach self-advocacy skills (how to ask for support)



## Emotional & Behaviour Prep

- Discuss feelings about change
- Teach and practise coping strategies
- Identify early signs of anxiety
- Agree safe space / calm plan
- Prepare scripts for asking for help
- Create social stories about transition

## Friendships & Social Skills

- Find out if any familiar peers will attend
- Practise break-time plans
- Identify safe people to talk to
- Set up potential peer buddy system
- Support social scenarios role-play

## Paperwork & Communication

- Transfer EHCP / IEP and reports to new school
- Share sensory profile / behaviour support plan
- Send transition passport / "All About Me" sheet
- Confirm reasonable adjustments
- Ensure supports are written into school plan

## Final Prep (1-3 months before)

- Attend induction days
- Review timetable & routines
- Pack school equipment checklist
- Practice school mornings & travel times
- Create "first week plan" (including calm space)
- Visit school website / virtual tour
- Identify lunch options (quiet lunch if needed)



## First 6 Weeks in New School

- Welcome meeting or check-in
- Regular adult check-ins
- Monitor anxiety / attendance / behaviour
- Adjust supports as needed
- Review timetable and break plans
- Update parents weekly (early weeks)
- Review progress & wellbeing
- Confirm staff contacts remain consistent

## Family & Child Voice

- Child shared their views and needs
- Child helped choose coping strategies
- Parents consulted and updated
- Plans reviewed collaboratively

## Notes

