**Checklist for transition: Primary to Secondary**

Use this checklist in the summer term to ensure transition is planned carefully for individuals.

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| **Activity** | **Who? When?** | **Achieved** |
| 1. Know your children: Personalise transition where you can – E.g.: Some children may need a longer transition that will start in Spring term and slowly build from a Transition Intervention with specific planned activities, to key person from Secondary coming to the Primary school, to weekly sessions at their new school |  |  |
| 1. Look into free intervention programmes that are available to you:  * M.O.U.S.E. (Moving On Up to Secondary Education) <http://www.mkbt.org.uk/m-o-u-s-e-transition-project-2018/> |  |  |
| 1. Share CYP’s profile with Secondary SENDCO  * Current strategies and provision * Current levels * Outcomes linked to the FACT/Plus * Aspirations * ABC charts * Medical reports read * Specialist Teacher reports are read |  |  |
| 1. If the child has a key adult which is new ensure they begin contact from the summer term |  |  |
| 1. Meet with families and share transition plan  * Invite Secondary SENDCO * Use the [Transition Sheet](https://www.milton-keynes.gov.uk/assets/attach/40360/2018-05-02%20Transition%20Review%20Meeting.docx) to ensure everything is covered and recorded |  |  |
| 1. Ensure families are aware of any INSET days at the school and information evening |  |  |
| 1. Continue to review transition plans and make adjustments where necessary  * Check in with CYP’s wellbeing and involvement: Laevers Emotional Wellbeing and Involvement Scales |  |  |

**Milton Keynes Local Offer: The place to find local services for children and young people with special educational needs and a disability:** **Also find information on FaceBook:** [www.facebook.com/MKSEND](http://www.facebook.com/MKSEND)