**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
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| 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/>
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| 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
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| 1. If the child has a key adult which is new ensure they begin contact from the summer term
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| 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
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| 1. Ensure families are aware of any INSET days at the school and information evening
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| 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
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**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)