



Every Child is Included and Supported

Primary to Secondary School Transition Plan/Checklist

INCLUSION SUPPORT SERVICE

Appendix 6 (a)

Transition plan for (Name of child)		
Name of Primary School		
Name of Secondary School		
Name of Primary School contact person		
Name of Secondary School contact person		
Comments		Tick when completed
Date(s) arranged for parents to visit		
Parents given copy of school handbook and any specific Inclusion/ASD policies		
Staff liaison between establishments to in-gather information/photographs to construct a 'Moving On' booklet		
'Moving On' booklet given to young person		
Primary staff complete a 'Passport'		
All relevant reports gathered by Primary staff (please list)		
Date(s) arranged for transition meeting(s)		
Dates arranged for ASL co-ordinator/PNPC to visit primary school		
Dates arranged for transition visits for child		
Staff training needs identified		
Additional Comments:		