



Every Child is Included and Supported

Secondary School Year to Year Transition Checklist

INCLUSION SUPPORT SERVICE

Appendix 8(b)

Name of child:	
Current stage:	
Session:	
HAND ON INFORMATION	PLEASE TICK AND DATE
List of previously used / current successful strategies	
List of motivators and de-stressing activities	
List of known triggers / things to avoid	
List of behaviours displayed when distressed / anxious	
Notes of specific areas of support e.g. curricular areas, seating position	
All visuals currently used to support child's understanding, including colour coded timetable	
Information on any alternative arrangements for breaks	
Information on any alternative arrangements for toileting	
Any routines currently in use e.g. early morning, end of day, moving to next class	
Information on any alternative arrangements throughout the school day / week e.g. assembly, P.E.	
Risk assessment / positive behaviour plan	
Updated passport (updated in conjunction with pupil, parent and professionals)	
PREPARATION FOR PUPIL	
Visit to new classroom – with and without children present (as appropriate)	
Meet all relevant staff and identify key worker (if appropriate)	
Photographs of new staff/ classroom/ cloakroom area etc.	
Identify a quiet area (if required) within the school	
Identify a 'buddy' (if appropriate)	
PREPARATION FOR STAFF	
Opportunities for new staff to observe child / strategies in use with current staff	
Opportunities for liaison time between new and familiar staff	
CPD/ training for new staff if required	
ANY OTHER INFORMATION	