Transition Meeting

Suggested Agenda

1. **Welcome**
2. **Introductions and apologies**
3. **Purpose of meeting:** Transition, explain where child is going and that you have come together to ensure a smooth, successful and positive transition.
4. **Record of meeting** – Early Years Support Plan – who is recording – who will it be circulated to – parental permission.
5. **Where we are now** – Brief overview of how the child is progressing within the current setting sharing strengths and weaknesses.
6. **Our priorities are now** – Transition arrangements what’s in place. Who is responsible for what?

* Will school visit the setting first or will child and family visit school first?
* Would a home visit be appropriate?
* Will child be one of first to start if it is a staggered entrance to school?
* How many visits can the child have…as many as needed?
* Have parents got photos of school and staff?

1. **Provision and experience:**

Looking back on experience when child started at current setting what worked well for transition and settling?

* How did child respond, what learning can be brought forward to this new transition?
* Are there any visual prompts that can come with the child, familiar visual timetable?

1. **Training:** Are there any training needs, medical, manual

handling? Care plan/ risk assessment, if yes who will arrange these in a timely manner

1. **Recap**: Note taker to recap the discussion from the meeting, including all action points
2. **Next steps** – Minutes from meeting recorded in SEN Support Plan and circulated to all members of group (with permission from parents)
3. **Thank you to all attending**