

## Transition checklist from primary to secondary school

### Spring term – student in year six at primary school

- 1 Liaise with secondary school SENCO.
- 2 List key dates, available staff meetings, INSET days, suitable dates for visits or meetings etc.
- 3 Decide on any staff training that may be required.
- 4 Arrange dates for future visits or meetings.

### Summer term: student in year six at primary school

- 1 Raise awareness for staff.
- 2 Deliver training packages.
- 3 Identify key adults and workers.
- 4 Draw up specific ASD provision with particular student in mind.
- 5 Discuss transition with the pupil – introduce changes gradually.
- 6 Give the student details of the school – geographical, numbers of students and classes etc.
- 7 Primary school SENCO to visit secondary school with ASD pupil.
- 8 Key adults to meet the pupil.
- 9 Meeting of adults involved.
- 10 Prepare information, behaviour plan, Social Story™, etc.
- 11 Display maps, labels and visuals in school, ready for September.
- 12 Student to meet adults again and some secondary students.
- 13 Give out map of building and any other essential details of school.
- 14 Arrange taster day(s).
- 15 Prepare behaviour plans, Social Stories™, information sheet, ready for September.

### Autumn term: student begins at secondary school

- 1 Have routines, behaviour plans and timetable ready for first day.
- 2 Introduce student to new routines, eg what happens at lunchtime; use Social Story™ if applicable.
- 3 Ensure all adults have met the student and have copies of relevant information.
- 4 Identify a 'safe haven' for the student to go to during particularly difficult times.
- 5 Decide with the student seating arrangements for each lesson.
- 6 Identify suitable students for group work for each lesson.
- 7 Raise awareness among other students, if appropriate.
- 8 Introduce learning strategies that will enable the student to take notes, complete homework, organise resources and cope with demanding situations.