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**Transition document:**

In response to the survey that was carried out with parents about their child’s transition, the questions, and responses, we have collated a transition document, that we are proposing to use.

A common theme through out the responses was parents would have liked to meet the staff face to face and this was not always possible. A virtual or face to face transition meeting would support this.

* Nurseries/schools will initiate an RPM.
* The minimum expectation from nurseries is that an Early Years Transition Summary of Learning will be shared with the child’s new school.
* Discussion with parents held before the transition meeting to discuss their views and priorities for their child.
* Completion of ‘This is me’ document by parents / key worker in current setting
* Hold a transition plan meeting and agree actions. This could be chaired by an EYSP, SENCo from the nursery, childminder, or keyworker.
* Share reports.
* The child’s keyworker or the EYSP will support with transition visits.
* On the completion of the plan, it will be audited by the EYAS, this will take place in the autumn term.