# Appendix 2 – SEND Transition Plan

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| **Name of Child** | **Setting contact** |
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| **Primary School** | **School Contact** |
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| Target | Suggested actions |
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| To ensure that the voice of the parent/carer and child is considered in the transition process | * Talk to parent/carers to discuss worries and concerns as soon as possible
* Complete One Page Profile with parents/carers
* Complete All About Me booklet with parents/carers. Some children will require a more in-depth description of themselves and their needs. It may be more appropriate for parents/carers to complete this themselves with support where needed
* Ensure Early Help is up to date
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| **Setting / School Actions** | **By whom** | **Timescale** | **Comments/Progress** |
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| Target | Suggested actions |
| --- | --- |
| To enhance the transition experience for the child with SEND**Current setting** | * Use Inclusion Fund to support additional visits into school for child (when appropriate)
* Develop a picture book about the new school to support child
* Current key person to discuss in detail with parents/carers what they can be doing to help prepare their child for the transition to school. (consider the new routine, key times that might cause issues, what is needed in terms of settling in period)
* Invite the next setting to visit the child in your setting
* Invite the next setting to meetings planned in summer term e.g. Early Help reviews
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| **Setting / School Actions** | **By whom** | **Timescale** | **Comments/Progress** |
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| Target | Suggested actions |
| --- | --- |
| To enhance the transition experience for the child with SEND**School** | * Meet with the family and key staff at the current setting
* Share photos of school staff and environment with detail about who they are, when you might see them and what you might be able to do in the areas of provision
* Start use of online platform early e.g. tapestry to support getting to know each other and sharing of activities to help settle into school
* Ask for photos to be sent into setting to display for when they arrive e.g. family display, favourite activity etc
* Give a tour of the environment including how to get to the door on the first day!
* Share videos of own practitioners singing songs and rhymes which are used as part of daily routines
* Consider and answer some FAQs which will put families at ease
* Offer additional or adapted visits to the school where appropriate e.g. after school
* Ensure your new starter talk is inclusive and there is an opportunity to be introduced to the school SENCO
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| **Setting / School Actions** | **By whom** | **Timescale** | **Comments/Progress** |
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| Target | Suggested actions |
| --- | --- |
| To enhance the transition experience for the child with SEND**Parents/carers** | * Complete or contribute to documents which will be sent home
* Encourage your child to become increasingly independent (current key person to share ideas and strategies to support this)
* Send photos into setting to display for when they arrive (e.g. family display, favourite activity)
* Share photos and videos from the school with your child, using teachers’ names frequently and talk about the activities they might be looking forward to
* Ask questions and share tips and concerns with the school and/or your child’s key person
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| **Setting / School Actions** | **By whom** | **Timescale** | **Comments/Progress** |
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## Signed by

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| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **School** |  |  |  |
| **Parent** |  |  |  |