

## Supporting children when changing schools

We aim to make times of transition as easy as possible for the children in our school.

When **starting** at our school we can offer:

- Meet with the child and their parents to talk about their needs and answer any questions about our school
- Communicate with staff at the child's previous school or setting
- Provide the child with a transition book that has photographs of the key staff and areas around school, if necessary
- Read reports from people who have worked with the child
- Arrange visits to our school so the child gets to see it before they start properly
- Give any adults working with the child a one page profile describing the things that help to support them in school

When **moving to a new year group** we:

- Introduce the child to their new teacher
- Provide the child with an updated transition book that has photographs of the key staff and areas around school to look at during the school holidays, if necessary.
- Talk to the child and their family so we can answer any questions they may have about the new year group
- Give any adults working with the child a one page profile describing the things that help to support them in school

When **moving to a new school** we:

- Invite teachers from the new school to the ITP/Annual Review meeting
- Talk to key staff (SENCo/Head of Year) at the new school about things that help the child to learn well and be happy at school
- Arrange extra visits to the new school with a member of staff from our school if that is what the child wants
- Talk to the child and their family so we can answer any questions they may have about the new school