

SCA Team Transition Toolkit

Recommended Strategies

This checklist for transition provides **Best Practice** guidance for children and young people with social communication difficulties and/or Autism.

This will ensure consistency of approach which will lead to success for young people at this important milestone.

Strategy	What is it?	Suggested examples Appendix	Who's responsible
Staff Welcome Letter	A student welcome letter is a great way to greet and introduce yourself to your new pupils and their parents. Such a letter should contain several key components, including a greeting, a photograph of yourself, a short autobiography and several goals and aspirations for the school year.	R1.1 STePS Welcome Letter R1.2 STePS Class Transition Letter R1.3 STePS Y7 Transition Letter	
Teacher One Page Profile	Teacher one page profile ideal for transitioning with a new class. These can be sent out to new pupils and displayed on your classroom door. Fun colours with visual symbols to support text. Enjoy! Courtesy of Mrs Humphryes TES resource.	R2.1 TES Mrs Humphryes One Page Profile Landau Forte College Getting to know us https://landau-forte.org.uk/parents/transition/	
Student One Page Profile	One Page Profiles are the perfect way to provide some extra support for your pupils. It allows them to create a profile for themselves which includes: <ul style="list-style-type: none"> What like and admire about me. 	R3.1 Sheffkids Matthew One Page Profile R3.2 STePS Transition One Page Profile	

	<ul style="list-style-type: none"> • What makes me happy. • How I want to be supported. <p>It gives your pupils the opportunity to express themselves and let you know how to help them. One Page Profiles give a positive, practical and useful framework to share information about young people.</p> <p>One Page Profiles should be regularly updated so that they reflect the young person as he or she is now.</p> <p>Information in a One Page Profile is useful and valuable because:</p> <ul style="list-style-type: none"> • It includes the voice of the pupil. • It provides a better understanding of the pupil as an individual. • It helps to maintain consistency in the way a pupil is supported. <p>It gives guidance on how to support and engage with a specific pupil positively and effectively</p>	<p>R3.3 Sheffkids Rebecca One Page Profile</p> <p>R3.4 STePS One Page Profile - All About Adam</p> <p>R3.5 STePS Isabella's One Page Profile</p>	
<p>Personal Passport</p>	<p>This is a document that can be created by parents and/or professionals with the involvement of the pupil where appropriate.</p> <p>It enables all key information about the pupil to be shared among all staff who come into contact with the pupil.</p>	<p>R4.1. All About Me Booklet</p> <p>R4.2 Y3 Transition Passport</p> <p>R4.3. Personal Passport Template</p> <p>R4.4. All about Me Template</p>	

	Existing personal passports can be easily updated so it includes all relevant information then handed out to relevant staff who will be working with the pupil.	R4.5 Autism Anglia My Autism Passport R4.6 My Commpass Communication Passport	
Greetings from current students	<p>Greetings from current pupils who have already experienced the transition process are a great way to support Y6 pupil.</p> <p>This can be done in person, by letter or by email.</p> <p>It is important that the Y7 pupils speak about what they like about Secondary school, what is different, what they enjoy and what helped them the most when transitioning.</p>	<p>R5.1 Derby Cathedral School Pupil Greetings</p> <p>R5.2 Ark Acton Academy Welcome letters from Year 7</p> <p>R5.3 Bishop David Brown School Welcome Letters from Year 7</p> <p>Landau Forte College Life at Landau, Your questions answered https://landau-forte.org.uk/parents/transition/</p>	
Transition Book	<p>It is very important to thoroughly prepare autistic pupils for a change to a new class or school. One way of doing this is to make a photo transition book that they can look at or read at home and at school.</p> <p>Gradual preparation can ensure a pupil is well prepared and familiar with their new environment before they start school.</p> <p>Consider providing a transition booklet with key information at an appropriate level for the pupil's understanding.</p>	<p>R6.1 My new class booklet template</p> <p>R6.2 My new school example</p> <p>R6.3 My new school template</p> <p>R6.4 Moving to the next year's class in September</p> <p>R6.5 Reachout ASC Going to my new class in September</p> <p>R6.6 STePS Widgit My new class transition book.</p>	

	<p>Infant/Junior/Primary Photobook</p> <p>Include photographs of:</p> <ul style="list-style-type: none"> • Entrance and office staff. • Classroom (classroom door, coat pegs, areas in the classroom). • Outside areas. • Hall. • Dinner hall and dinner staff. • Toilets. • Additional rooms (sensory, ICT room). • Key staff. • School uniform. <p>Secondary Photobook</p> <p>Include details such as:</p> <ul style="list-style-type: none"> • Map of the school. • Structure of the school day (timings, break/lunch). • A timetable. • Equipment needed. • New vocabulary. • Expectations of work and behaviour. • Homework policy. • School uniform. • Key staff. • Quiet areas. • Safe spaces. 	<p>R6.7 STePS Widgit My new school transition book</p> <p>R6.8 Welcome to Pear Tree Community Junior School</p> <p>R6.9 City of Derby Academy Transition Photobook</p> <p>R6.10 Landau Forte College Welcome to Landau Forte College Derby</p> <p>R6.11 Reachout ASC Transition Workbook Primary to Secondary</p> <p>R6.12 Transition Activity Starting Secondary School</p> <p>R6.13 Allestree Woodlands School Can't wait to meet you booklet</p> <p>R6.14 ATT Arfur Moe's Transition Workbook</p>	
<p>Virtual tour of the school</p>	<p>A school virtual tour allows pupils and their families to immerse themselves within the school environment. Whilst a prospectus convey's your school values and ethos, a virtual tour takes that experience to the next level.</p>	<p>Silverhill Primary School https://www.youtube.com/watch?v=zObGLJybmMo</p> <p>Cavendish Close Junior Academy https://www.cavendish.theharmonytrust.org/page/virtual-tour/103502</p>	

	<p>A virtual tour is usually presented by the Headmaster/Headmistress or SENCO. It gives a general overview of the school and what parents and pupils can expect. Include interviews with both members of staff and current pupils. It is also a great chance to show off what's best about a school and include any relevant information on how you support SEND pupils and notable achievements of current and former pupils.</p>	<p>Lees Brook Community School https://www.leesbrook.co.uk/prospective-parents/visits-and-virtual-tours/</p> <p>Murray Park Community School http://172scouts.org.uk/images/MPOpenEve2020/tours.html</p> <p>Noel Baker Academy https://www.youtube.com/watch?v=W3loYI3-UwA</p> <p>St Benedict Catholic Voluntary Academy https://www.youtube.com/watch?v=ID-UXAszSuw&t=9s</p> <p>Derby Cathedral School https://www.youtube.com/watch?v=VDJoRZkELhU</p> <p>City of Derby Academy https://www.cityofderbyacademy.org/prospective-students/</p> <p>St Martins School https://www.youtube.com/watch?v=uJJKMSCUnUg</p> <p>Landau Forte College https://landauforte.org.uk/parents/transition/#virtual-tour</p>	
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<p>Common transfer days</p>	<p>Each local authority has a set date on which all Year 6 children in the area spend the day at their new school. This tends to be in early July, before schools break up for the summer.</p> <p>The common date means that all children in that area are able to attend their induction day, regardless of which primary school they attend or which secondary they'll be going to.</p>	<p>R7.1 TES 50 Ideas and Activities for Class Transition Day https://schooltransition.co.uk/?resource=best-practice-for-common-transfer-days</p>	
<p>Enhanced transition days</p>	<p>A child may need extra visits to their new classroom or area in school. Visits could include meeting with new staff (if possible) in their own classroom or area that is familiar with the child. The child would benefit from being given the opportunity to speak to new staff in informal environments such as the playground.</p>		
<p>Summer school</p>	<p>Summer schools are a great way to introduce the pupils to the building, and to try activities such as cake making, bug hunts, bread baking and clay modelling as well as experiencing trial lessons in smaller groups.</p>	<p>R8.1 Murray Park Summer school model Murray Park model – pending.</p>	
<p>Year 6 Secondary preparation</p>	<p>Activity booklet to develop independence for Secondary School to be delivered by the Primary School.</p>	<p>R9.1 Secondary Strategic Group and Derby Primary Strategic Group Secondary Ready Booklet</p>	

<p>Parents/ Carers Top Tips for Transition</p>	<p>It is important to include parents/carers in the transition process.</p> <p>Top tips for parents/carers can help them identify what they can do to support their child.</p>	<p>R10.1 STePS Top Tips for Transition Year 2 to Year 3 parents</p> <p>R10.2 STePS Top Tips for Transition Year 6 to Year 7 parents</p>	
<p>Parents/ Carers Transition Course</p>	<p>It is important to include parents/carers in the transition process.</p> <p>Allowing parents/carers an opportunity to meet the Inclusion Team face to face and ask questions is invaluable.</p> <p>School staff can tell parents/carers about their school in more detail than what is shared in an Open Evening and make it more bespoke.</p> <p>The STePS SCA Team have prepared a PowerPoint presentation that can be adapted for each school to deliver to Year 2 and 6 parents/carers.</p> <p>A course like this will help prepare parents/carers and identify what they can be doing at home to support their child.</p>	<p>R11.1 STePS Parent/carers Transition Course Y2-Y3</p> <p>R11.2 STePS Parent/carers Transition Course Y5-Y6</p>	
<p>Y6 Transition Programme for Primary Schools</p>	<p>A suggested programme of 6 lessons that can be delivered to young people to help them prepare for Secondary School. This programme gives clear indication of what staff need to cover.</p>	<p>R.12 STePS Y6 Transition Programme for Primary Schools</p>	

