Early Years SEND Transition Meeting.

Example Agenda

* **Introductions** (Do not always start with parent, this can be an overwhelming situation for some, so be sensitive to this, always ask first!).
* **Outline Purpose of the meeting.**
* **All to state what they admire about child (positive beginning).**
* **Parent to state concerns regarding transition.**
* **New and current setting to highlight similarities and differences between settings:**

1. Are there any significant differences that may need to be supported?

E.g. toilet is no longer within same room therefore more prompting required to remind them of toilets to allow time.

E.g. snack time is not in the classroom but in a lunch hallway, do we need photos to show child this as well as of the classroom they will be present in.

1. Is the route different e.g. is parent walking instead of driving, does parent need to practice with child to familiarise them with this?
2. Are there any situations that will raise the child’s anxiety/behaviour?

* **Agree strategies to support their SEN needs into new setting.** What strategies have worked well within the current setting? - How can these be put into action at new setting? Any amendments to strategies to meet the needs of the child.
* **Agree action plan.**
* **Agree date and times for transition visits (both ways).**
* **Summarise and agree to share action plan and minutes with all parties.**