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**Transition Meeting Action Plan**

**Child’s Name:**

**Preschool setting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategies to consider at new setting** | **Outcome for child** | **Action to be taken** | **By whom and when?** |
| **Possible Areas to consider** | ***For example:***  **X will be able to enter the classroom independently.**  **X will be familiar with their new teacher** | ***For example:***  **Ensure that activities X enjoys are planned within first week and are available for child to access to support his.**  **There will be a minimum of 3 visits across settings and photos available for current setting to explore with X** | **Miss Jones (school) completes planning by Sept 2018**  **Miss Jones and Miss Smith (preschool) will set dates within 2 weeks of transition meeting** |
| **Classroom Organisation**  Layout, workstation, quiet  area, toilet’s, accessibility etc. |  |  |  |
| **Visual Strategies:**  Photographs, Symbols (consider the size), timeline required? Makaton used? |  |  |  |
| **Materials and Strategies:**  Social Stories, Circle time,  Weighted Blankets, Special  boxes, |  |  |  |
| **Break times:**  Buddy required? Quiet area for break time? |  |  |  |
| **Lunchtime:**  Is the room different? Special menu’s required in advance, timings different to current routine? |  |  |  |
| **Classroom Routine**  **Strategies:**  Lining up, Transitions, Visual timetable,  Risk assessment for trips,  Timers |  |  |  |
| **Other factors:**  Noise, Lighting, unable to  communicate hunger/pain  etc. |  |  |  |

**School:**

**Date of Meeting:**