

A single induction day for many children with additional learning needs may not be enough time to fully prepare children and their parents for the transition from Primary to Secondary School. An example of one Local Authority's transition initiatives, and ideas from other areas, may provide useful preparation ideas for schools and teachers.

- School visits are arranged for the pupils on the Special Education Needs (SEN) register.
- A member of the SEN Department may attend the Year 6 Annual Review of any pupils with a statement.
- School visits are arranged for the pupils with any additional needs, such as those with ASD, physical difficulties or sensory difficulties, on a 1:1 basis.
- A primary Teaching Assistant may accompany a small group of pupils on a visit to the Secondary School so that they have a familiar adult with them.
- Pupils may be invited to Secondary School concerts, gym displays or art exhibitions throughout Year 6.
- Parents are invited to visit the Secondary School to see the resources available in the SEN department and meet the staff.
- Parents are invited to a formal meeting to collect forms, meet Head of Year 7 and key pastoral staff.
- SEN pupils are invited to attend a lunch time club to join in an activity with current pupils.
- Taster lessons may be undertaken during Secondary School visits.
- Bridging work undertaken to ensure consistency between Primary and Secondary School lessons.
- Year 6 pupils may be involved in projects such as digging in the Secondary School eco garden.
- Wherever possible, SEN pupils meet and are paired up with the Teaching Assistant they will have for support in September.
- Photos of Teaching Assistants with names are provided in a booklet.
- A Year 7 'welcome book' with information from current pupils is provided.
- A Transition book for parents and pupils containing a map of the school, information about the school, lessons, times, holidays, bus arrangements is provided before the summer holidays.
- Arrangements are made at Special Education Needs Co-ordinator (SENCo) cluster meetings for the Secondary School SENCo to visit Primary feeder schools to meet pupils in their familiar environment, talk to the class teacher, SENCo and support staff as necessary.

Examples of good practice

- Records and appropriate paperwork are exchanged. This generally includes - Year 6 SEN register, Year 6 report, CATs results (if available), statement (if appropriate), SEN folder/file, Teacher Assessment of National Curriculum level, Reading Age, Spelling Age, NFER scores. This should take place in June wherever possible.
- Information is collated and a summary is provided in the School handbook for all Secondary School staff.
- Individual pupil needs are highlighted on any electronic system within school as a visual reminder to all teaching staff.
- Staff complete 'pen portraits' or 'summary sheets' which highlight areas of need for new students and outline brief strategies for their first week in September.
- Staff speak with or meet parents and carers of the more anxious students, speak to the parents/carers about the child's needs and put them at ease.
- Secondary Schools try to ensure that the first week back in the new academic year can be focused on quality provision, not administration and organisation.