

### **13. How will the school support my child when they are joining this school, leaving this school or moving on to another class?**

**We recognize that transitions can be difficult for a child with SEND, and we take steps to ensure that any transition is as smooth as possible.**

#### **Starting at the school:**

- We will invite you to visit the school with your child to have a look around and speak to staff.
- The Inclusion Manager will visit pre-schools with the Foundation Stage Leader when appropriate.
- If other professionals are involved, we will meet them or contact them to discuss your child's needs, share strategies, and ensure provision is put in place before your child starts.
- Depending on your child's needs we may suggest transition visits or adaptations to the settling in period to help your child to settle more easily.
- If your child would be helped by a book/passport to support them in understanding about moving on, one will be made for them.
- If your child is starting in our Reception class we may ask if we can carry out a home visit to make your child feel at ease about starting at Lincewood Primary School. When your child leaves us at the end of Key Stage 1 or at any point in the school year, we arrange transition meetings with the new setting.

#### **When moving classes in school:**

- Information will be passed on to the new class teacher in advance and in most cases a planning meeting will take place with the new teacher. SEND review documentation will be shared with the new teacher.
- If your child would be helped by a book/passport to support them in understand moving on, then one will be made for them.

#### **Moving on:**

We recognise that 'moving on' can be difficult for a child with SEN/and or disabilities and take steps to ensure that any transition is a smooth as possible.

- If your child is moving to another school, we will contact the new school's SENCO/Inclusion Manager and ensure he/she knows about any special arrangements or support that need to be made for your child. We will make sure that all records about your child are passed on as soon as possible. We make arrangements for staff who have worked with your child to meet new staff.
- For children with an EHCP and more complex needs, there will be a planning meeting and/or specific preparation or training for the new teacher and/or support staff.
- If your child would be helped by a book to support them understand moving on then it will be made for them.

#### **In Year 6:**

- The Inclusion Manager will discuss the specific needs of your child with the SENCo of the child's secondary school. In most cases, a transition review meeting to which you will be invited will take place with the SENCo from the new school.
- Your child will participate in focused learning relating to aspects of transition, to support their understanding of the changes ahead.
- Children who might find moving on difficult will attend a small 'transition' group in school, to support their understanding of the changes ahead. This may include

creating a 'Personal Passport' which includes information about themselves for their new school.

- Where understanding might be difficult your child may visit their new school on several occasions and in some cases staff from the new school will visit your child in this school.