Timeline: Working with parents for a smooth transition to secondary school

We recognise that many schools already carry out some or all of these activities. We strongly believe that the combination of the 6 strands enhanced transition and built stronger relationships with families that could sometimes be considered difficult to reach. The range of events meant that almost all families were able to attend at least one event and many attended all of them. In fact, this enhanced transition programme was judged to be so successful that it has, in some cases, become the standard transition package for the pilot secondary schools.

| Timing | Who invited? | Guideline Length | Event | Notes / Content / Resources |
| --- | --- | --- | --- | --- |
| Summer Term 1 | Student  Parents/Carers | 1 hour | Parent & Child Transition Evening 1 | * Meet key individuals e.g. pastoral team * Introduction to school vision and values * Promote Summer School |
| Saturday’s in Summer Term | Student  Parents/Carers | 20-30 Mins | Individual Meeting | Key members of pastoral team meet parents individually to discuss:   * School expectations (including Home-School agreements) * Clarifying contact details especially emergency contacts * Relevant primary school experiences * Feelings about starting secondary school * SEN * Any special consideration for groupings * Any other issues raised by the parent * Resource: Parent-School Meeting Checklist |
| Summer Term 2 | Student  Parents/Carers | 1 hour | Parent & Child Transition Evening | * Tutor Team available in addition to the senior members of the pastoral team * Explanation of key initiatives and systems in the school to include homework systems, reporting systems and attendance * Give out the Parent-to-Parent booklet |
| Summer Term 2 | Students with complex needs | As needed | Additional Transition Days | Personalised programmes for students likely to experience significant difficulties including:   * Familiarisation with the school environment * Meeting key members of the pastoral and SEN team * Liaison with professionals e.g. autism team; SLC professionals * Observing lessons * Familiarity with break and lunchtime procedures |
| Summer Term 2 | Student | All day | Transition Day | * SEN team briefed in advance about the Stepping Stones cohort and timetabled to observe these students during their transition day. Feedback to the Stepping Stones team. NB: Additional students are also placed onto the programme on this day. |
| Autumn Term | Student  Parents/Carers | School to decide | Parent Information Event | * Early opportunity for parents to discuss with teachers the progress of their child and to raise any concerns * Parental questionnaire to ascertain their views on the transition programme |