

Transition Review – Pre-Meeting Preparation Checklist



Gather information - approximately 4 school weeks before	Notes ✓
Be clear about who is running the review meeting .	
Confirm who is attending the meeting and their responsibilities . (A member of the Transition Team/ Health professionals may attend the meeting.)	
Request an agenda for the meeting from the person running the meeting (usually your SENCo) and meeting pack (reports and assessments submitted by those asked to contribute to the meeting as they may/may not be attending. It should also include details of any potential Personal Budgets/Individual Budgets available).	

Checklist continues overleaf

Transition Review – Pre-Meeting Preparation Checklist (cont)



Actions - approximately 4 school weeks before	Notes ✓
Make child care and travel arrangements for the meeting.	
Confirm the meeting date, venue and time with the Advocacy worker for your young person if applicable.	
If needed, arrange for someone to accompany you (partner, friend, IASS or IS rep etc).	
Chase up the meeting document pack (agenda, professional reports, new assessments that have been requested) 2 weeks before.	
Read all the information sent through carefully, write down any questions – you may need to seek clarity before the meeting.	
Ensure Health (Therapists, CAMHS, and Consultants etc) have contributed/are attending the meeting if appropriate.	
With your young person discuss/revisit: <ul style="list-style-type: none"> • If and how they wish to continue their education (College, Specialist College etc) as this will impact decisions made now • What other activities and learning opportunities are available other than formal education • Their preference/areas of interest for future employment and think about what support might be needed • Where and who they might want to live with in the future – this needs to be flagged up as early as possible to enable adequate provision when the time comes. 	
Draw together plans for the future – see Persons Centred Planning Tools – staff at school should be working on this at school too.	
Consider maintenance of friends and social groups.	
Complete your Transfer Review Meeting checklist - See BVDOC3	

If you have attended a Transition Support Workshop with Bexley Voice, they will be contacting you after your meeting to support with follow up.