

# Transition Review – Pre-Meeting Preparation Checklist



Gather information - approximately 4 school weeks before	Notes ✓
Be clear about <b>who is running the review meeting.</b>	
Confirm who is attending the meeting and <b>their responsibilities.</b> (A member of the Transition Team/ Health professionals may attend the meeting.)	
Request an <b>agenda</b> for the meeting from the person running the meeting (usually your SENCo) and <b>meeting pack</b> (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).	

## Transition Review – Pre-Meeting Preparation Checklist (cont)



Actions - approximately 4 school weeks before	Notes ✓
Make <b>child care</b> and <b>travel arrangements</b> for the meeting.	
<b>Confirm</b> the meeting date, venue and time with the <b>Advocacy</b> worker for your young person if applicable.	
If needed, arrange for <b>someone to accompany you</b> (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.	
<b>Read</b> all the information sent through carefully, <b>write down any questions – you may need to seek clarity before the meeting.</b>	
Ensure <b>Health</b> (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"> <li>• <b>If and how</b> they wish to continue their education (College, Specialist College etc) as this will impact decisions made now</li> <li>• What <b>other activities and learning opportunities</b> are available other than formal education</li> <li>• Their <b>preference/areas of interest for future employment</b> and think about what support might be needed</li> <li>• <b>Where and who they might want to live with in the future</b> – this needs to be flagged up as early as possible to enable adequate provision when the time comes.</li> </ul>	
<b>Draw together plans</b> for the future – see Persons Centred Planning Tools – staff at school should be working on this at school too.	
Consider maintenance of <b>friends and social groups.</b>	
Complete your <b>Transfer Review Meeting checklist</b> - 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.

**Parent Transition Planner – BVDOC2-V2**

**For up to date downloadable versions of this checklist – please visit [www.bexleyvoice.org.uk](http://www.bexleyvoice.org.uk)**