

Transition Review Meeting Checklist – At The Meeting



| Things to take with you to the meeting | Notes ✓ |
|---|---------|
| This checklist 😊 | |
| Areas to Cover Checklist – see BVDOC4 | |
| Meeting information pack <ul style="list-style-type: none"> • Agenda • Reports • Young person’s input | |
| Any recent /updated information New information you have gathered and not already shared (take copies or ask the school to copy if you want to refer to it) | |
| Pen and paper To note any follow up or action points on the ‘Areas To Cover Checklist’ – see BVDOC4 | |
| Another adult To support you – a friend, an IASS* or IS* representative. – *see the Further Information section in your PT Planner. | |
| An Advocate For your young person, if appropriate. See the Further Information section in your PT Planner. | |

Transition Review Meeting Checklist – At The Meeting (cont)



| Actions at the meeting | Notes ✓ |
|--|---------|
| Refer to your checklist! | |
| Ensure you work through all your questions (if you know they will be difficult to answer – you may want to submit them in advance of the meeting) | |
| Note responses – this will help you see which have not been answered | |
| Note follow up action – ensure you know who is doing what and ask for a completion date or feedback date for each action point | |

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