Transition Review Meeting – After The Meeting - Follow Up

Actions	Notes √
Consolidate: As soon as possible, after the Transition Review Meeting, look at your notes and write them up legibly.	
Reflect: Talk through how the meeting went with your young person, if appropriate - how they felt etc. Check you both came out with the same messages and action points.	
Follow up: Draw up a list of <u>your</u> actions: • people you need to contact • information you need to get/research • decisions you need to make	
Put a **note in your diary/phone** to contact other people who had actions from the meeting just before the agreed deadline. (See your 'Areas to Cover' checklist for deadlines/dates agreed.)	
File all your paperwork into your Parent Transition Planner.	
Update your Parent Transition Planner with any **new professional's contact information.** You could use the 'Contact Details for Professionals' list – see BVDOC6.	
Update your Parent Transition Planner with **progress on your and other people's actions and feedback provided**. You could use the 'Diary of Contact with Professionals' - see BVDOC7.	

About 6 months after your Transition Review Meeting	Notes √
Refer to your Transition Review Checklist – 'Early Days' to start thinking ahead ready for the next Transition Review Meeting - see BVDOC1.	

If you have attended a Transition Support Workshop with Bexley Voice**,** they will send you information relevant to your next Transition Review about now.
If you do not receive this – please email bexleyvoice@hotmail.co.uk

For up to date downloadable versions of this checklist – please visit www.bexleyvoice.org.uk