

Transition Checklist for Schools

Before the Pupil Arrives

- Gather information from the previous school
- Contact parents/carers to discuss strengths & needs
 - Prepare a welcome pack or school map
 - Identify a buddy/peer supporter
- Brief the class teacher and pastoral staff
- Note any mobility, SEND, or deployment factors

On the First Day

- Provide a warm welcome and tour
- Introduce the buddy and key adults
- Explain routines, breaktimes, lunch, and toilets
 - Share the classroom timetable
 - Check in at the end of the day

During the First Few Weeks

- Schedule regular pastoral check-ins
- Monitor social connections and class engagement
 - Ensure the pupil knows where to find help
 - Communicate with parents/carers regularly
 - Offer opportunities to join clubs or groups
- Review any learning gaps caused by mobility

Ongoing Support

- Maintain awareness of deployments or separation
 - Adjust support if the child's needs change
 - Celebrate achievements and contributions
- Monitor use and impact of Service Pupil Premium
- Ensure staff remain aware of the child's lived experience

