

# 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

