

Transition Checklist for Parents

Before the Move

- Notify your child's current school of the posting date
 - Contact the new school to introduce your child
 - Check local school admission arrangements
- Prepare copies of school reports and key assessments
 - Request SEND/health documents if relevant
 - Talk through the move with your child
- Gather photos or information about the new school
- Create a simple moving timeline your child can follow

During the Move

- Keep routines as consistent as possible
- Allow time for rest, play, and emotional expression
 - Visit the new school if possible
- Share any worries or questions with the new school
 - Look for local children's activities or clubs

After Arrival

- Meet your child's teacher or pastoral lead
- Share your child's strengths, interests, and concerns
- Ask about induction arrangements (buddy, check-ins, tours)
 - Monitor how your child is settling in socially and academically
- Stay connected with their previous friends if they want to
 - Celebrate small successes in the new environment
 - Reach out for support if concerns continue



Transition Checklist for Children

Before I Move

- I know when we are moving
- I've talked about what I'm excited or worried about
 - I know the name of my new school
 - I've seen photos or a map of my new school
- I've made a list of my favourite things to share with my teacher
 - I've chosen a special item to take with me

During the Move

- I know what will stay the same (family, pets, hobbies)
 - I've packed things I want to keep safe
 - I've talked to someone if I feel upset or confused
- I've helped choose something for my new bedroom or space

After I Arrive

- I know where the important places are in my new school
 - I've met my teacher
 - I know who I can ask for help
- I've made or been introduced to a new friend/buddy
 - I've told someone how my first week went
 - I've chosen something fun to do in my new area



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

