

# Individual transition to school meeting for a child with additional needs

This sample meeting agenda can support collaborative meetings focused on transition planning for a child with additional needs. This meeting could be attended by the early childhood services, school and family. Other professionals, extended family and community members may also be part of this meeting.

## Purpose of meeting

- To get to know the family and child to provide the best possible start to school by understanding their needs
- Collaboration between the early childhood services, school and family

## Resources to use

- Download the [Individual transition plan template – sample](#) to use at this meeting
- Visit [Inclusive learning support](#) for information about the transition to school for children with a disability or additional support needs
- The [Transition to School Digital Statement](#) could be completed and shared alongside this meeting

## Table 1 – individual transition to school meeting agenda

Items for discussion	Minutes	Actions to be taken
<b>Introductions</b>		
<b>Child's strengths and interests</b> Questions for the family: <ul style="list-style-type: none"> <li>• Tell us about your child.</li> <li>• What are their strengths?</li> <li>• What do they like to do?</li> </ul>		
<b>Child's current support needs</b> Questions for early childhood services or family: <ul style="list-style-type: none"> <li>• What supports do you have in place at home that you know work?</li> <li>• What supports has your child had in their early childhood education setting?</li> <li>• Do they work with allied health professionals?</li> <li>• Do you have reports or assessments that you can share?</li> </ul>		
<b>Child's support needs for a smooth transition</b> Questions for early childhood services or family: <ul style="list-style-type: none"> <li>• What kind of support do you think they will need? For example, academic, social, physical, emotional.</li> <li>• How do you see that we can make the biggest difference to ensure a smooth start to school for your child?</li> </ul>		

Items for discussion	Minutes	Actions to be taken
<p><b>Next steps</b></p> <ul style="list-style-type: none"> <li>• Date of next meeting</li> <li>• Who else may need to be involved?</li> </ul>		

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