

Transition to school digital statement meeting

This sample meeting agenda can support collaborative meetings focused on sharing and reviewing the transition to school statements. This meeting could be attended by the early childhood service and school.

Purpose of meeting

Sharing information within the transition to school statements, reflecting on:

- where children are in their learning
- what they like to do
- how they learn best
- information about their social, physical and cognitive skills
- any other information that will help to provide a learning environment that supports their needs.

Resources to use

Information on [The Transition to School Digital Statement](#) including the user guide and consent form can be accessed online.

Table 1 – transition planning agenda

Items for discussion	Minutes	Actions to be taken
Introductions		
Sharing information about family and cultural background <ul style="list-style-type: none">• What is their cultural background?• Is there a language background other than English?		
Sharing information about learning frameworks <ul style="list-style-type: none">• Opportunity to share information about the Early Years Learning Framework and the Early Stage 1 curriculum.		

Items for discussion	Minutes	Actions to be taken
<p>Information about children transitioning</p> <p>Questions for early childhood service:</p> <ul style="list-style-type: none"> • What are their strengths in relation to: identity, connection, wellbeing, being a confident and involved learner, and communication? • What are their literacy and numeracy strengths? • What do they like to do? Do they have a particularly strong interest in any area? • Are you concerned about any aspect in particular? Have they expressed anything they are concerned about? • What do you think they might need help with? Have they expressed anything that they would like to smooth the transition? 		
<p>Information about children's support networks</p> <p>Questions for early childhood service:</p> <ul style="list-style-type: none"> • Is there anything specific that we need to know about the families of these children or other people supporting them? 		

Items for discussion	Minutes	Actions to be taken
<p>Next steps</p> <ul style="list-style-type: none"> What are some ways that we can work together over the next couple of months to ensure each child is known, valued and cared for? 		

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