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 service, school and family. Other professionals, extended family and community members may also be a part of this meeting.

## Purpose of meeting

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

## Resources to use

* Download the [Individual transition plan template (sample)](https://docs.google.com/document/d/15XImy-N2OKsRo0v6Q_UrTyVm_P9O5ypv6hqhh7f6qhs/export?format=doc) to use at this meeting.
* Visit the [Inclusive](https://education.nsw.gov.au/parents-and-carers/inclusive-learning-support) Learning Support Hub for information about the transition to school for children with a disability or additional support needs.
* The [Transition to School Statement](https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/transition-to-school/resources) could be completed and shared alongside this meeting.

|  |  |  |
| --- | --- | --- |
| Items for discussion | Minutes | Actions to be taken |
| **Introductions** |  |  |
| **Child’s strengths and interests**  *Questions for family*   * Tell us about your child. * What are their strengths? * What do they like to do? |  |  |
| **Child’s current support needs**  *Questions for early childhood service/family*   * What supports do you have in place at home that you know work? * What supports has your child had in their early childhood education setting? * Do they work with Allied Health professionals? * Do you have reports or assessments that you can share? |  |  |
| **Child’s support needs for a smooth transition**  *Questions for early childhood service/family*   * What kind of support do you think they will they need? E.g. academic, social, physical, emotional * How do you see that we can make the biggest difference to ensure a smooth start to school for your child? |  |  |
| **Next steps**   * Date of next meeting * Who else may need to be involved? |  |  |