

Checklist of duties for secondary transition lead (Year 6 transition)

Name of primary transition lead: _____

Year 6, term 2:

- Start making links with primary schools.

Key contacts and transition dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Year 6, term 5:

- Review 'information on pupils needing an enhanced transition' forms from primary schools and begin transition planning.
- For each vulnerable learner, meet with primary school staff and parents to create an 'enhanced transition action plan'.

Year 7:

- Continue bespoke transition plans, monitoring and reviewing 'enhanced transition action plans' as required.