

Dear Parent / Carer

28/6/2024

Transition arrangements for children on the SEN Register

We just wanted to let you know what transition arrangements will look like this year and try to answer any questions you may have about what that will look like for children with SEN.

Class lists & teacher discussions

Firstly, we take the decisions behind class lists very seriously and aim to get a good balance of characteristics across each class. When considering the needs of children with SEN we also look at things like classroom layout, ability to position chairs and tables in certain places, peer groups, relationship with known adults etc. These lists are then shared with the new teachers so they can start to look at who will be in their class next year – this has already taken place.

Myself, Mrs Walker (Pastoral Lead) and the class teachers then meet to ensure that the needs of children are discussed in detail between existing class teacher and new class teacher. This is done in the last 2-3 weeks of term so the new class teachers are able to start planning, attend any relevant training etc. ready to hit the new Autumn term running and with a really clear picture of how to meet the needs of your child.

Class swap day

We are holding our class swap day a little earlier this year (19th July) than we did last year so that there is a little more time afterwards for children to visit their new class and get to know their new teacher and the class environment.

Behind the scenes

Prior to the children being formally advised of where they are going there will be lots of 'behind the scenes' activities that enable the child to get to know their new teacher without really realising it! This will very much depend on the child as to what this looks like – they may be asked to deliver notes or books to a new



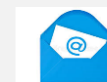
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class, have a visit from the new teacher to class to read a story, be spoken to more frequently on the playground at break time by the new teacher, invited to an activity with them etc.

Activities after Class Swap day

Once your child has met the new class teacher formally along with the rest of the class, we will carry out subsequent activities on a child-by-child, need-by-need basis. This may take the form of photographs of the new teacher, TA and classroom in a social story format for those who will need additional support from you as parents/carers and reminders over the summer holidays. It may include additional, organised visits to the class with their current TA and where a new TA will be supporting your child in September these visits will involve the new TA as well.

Communication of new Teacher and supporting TA to parents / carers

We will let you know the new teacher (and where relevant the supporting TA) on the 18th so you are able to prepare your child when they come home from school and on the morning of the 19th as well about who their new teacher will be. Please feel free to talk to your child in advance though about the class swap day being 19th July so they are prepared for that too.

The date of the class swap and the notification of teachers is based on balancing the needs of children who DO need notice, planning, preparation and time and those who may be MORE anxious knowing that something is coming but not knowing all the information and risking some children finding out before others. We believe the above plan delivers a more equitable approach.

Final termly review meeting

You will be invited to a final termly review meeting by your child's current class teacher to review their progress this term, look at their IEP targets and will have a chance to discuss any other transition queries you have at that meeting.

If you have any additional questions or concerns that cannot wait until that meeting please do speak to your child's current class teacher or myself.

THANK YOU

Can I also take this opportunity to thank you for your support this year – it has been a busy year and I can't quite believe we are nearly at the end of it but there has been much to celebrate for every child in school and without your support as well these wouldn't be so possible. We always strive to work in partnership with all parents but specifically so with the parents / carers of children with SEN. Next year, I am hoping to do more in the way of bulletins and newsletters and improve that communication further. If you have any suggestions for what this could look like please look out for a MS Forms survey coming out shortly as your feedback is always welcome.

Many thanks,

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