



Secondary Transfer factsheet

A successful transfer to Secondary school can often rely on parents and professionals working closely together with the child or young person.

What can I do?

As the person who knows your child best you will be aware of when the best time is to start to prepare your child for the move to 'big school.' However, usually from the start of year 6, teachers are preparing children in their class for the year ahead and will talk to them about the future, so it is important to plan ahead.

My child has an EHCP

- If your child has an Education, Health and Care Plan (EHC Plan) discussions about future schools will take place at the Y5 annual review and again at the review in Y6. This is a chance for you to talk about any worries that you or your child may have about secondary education. You should complete the annual review paperwork ahead of the meeting. Be sure to ask the Special Educational Needs Coordinator (SENCo) for the form if they do not send it to you and check that the SENCo of the new school has been invited at least to the Y6 review.
- Make sure your child's EHC plan accurately reflects your child's current needs and the provision to be made to meet them.
- If your child is moving to a special school arrange to meet with the class teacher, head teacher or Family Support / Liaison worker.
- Make a list of any questions you or your child may have and write down the answers you are given.
- Let your child's teacher or primary SENCo know if there are children

who your child would like to be in the same class with or if there are any they should not be with. Schools can try to accommodate but cannot always promise this will be the case.

- If you think your child might need a 'buddy' to begin with, let the teachers know.
- If there are support services involved for example the Support Service for Visually Impaired or hearing-impaired children it may be a different teacher who supports children at the secondary school, find out if this is the case and ask to meet with both teachers together if you would like to.
- Use the time before the move to familiarise your child with the journey to school and any travel arrangements that have been made.
- Ask for your child to have additional visits during the summer term if you think this will help.
- If your child has taken pictures, made maps etc. during their visits to the new school you might need to spend a little time together during the summer holiday looking at them and talking about them.
- Make sure you are aware of the policies of the new school, for example the Special Needs policy or the Behaviour policy.
- Find out who you can contact if you need to and when and how best to do this e.g., a phone call between 9.30 and 12.00 on Wednesdays or an email at any time.
- Be positive! If you let your child know that you are worried, they will probably be worried too. Share your good experiences of your own time at secondary school.

My child does not have an EHCP

- Make your decision early about the school you prefer if you can, this will allow plenty of time for plans to be made and put in place. For Y6 children who do not have EHC plans you will need to decide in the Autumn term prior to the move and will know which school your child will go to in the Spring term.
- If your child does not have an EHC plan and you have concerns, speak to the class teacher and or SENCo of your child's primary or junior school.

What can schools do?

- If your child has an EHC Plan the appropriate teacher from the new school will be invited to attend the Y6 annual review.
- Schools will share information about your child with the new school

and bring any concerns you, your child or they have to their attention.

- All children will have the chance to visit the new school during the summer term, if your child needs more visits the schools can arrange for this to happen. If they need to experience school routines at a particular time, for example lunch time, this should be arranged.
- Schools can use the expertise of any specialist services (for example, Autism Outreach, Support Service for Special Educational Needs) involved to give advice or provide resources to help with school transfer.
- Answer any questions that you or your child might have.
- Make a 'passport' with your child to take with them to the new school.
- Support them to make the most of any school visits.
- Help your child to make a transition journal.
- Practice using a school planner/ homework diary.
- Encourage your child to become more independent in Key Stage 2 and to become used to working with different adults.
 - Provide information about timetable and important members of staff as soon as possible. Preferably before the end of the summer term in Year 6.
 - Make your child a school 'ambassador' encouraging them to feed back after their extra visits to their classmates. Invite your child to Summer School or holiday activities at the secondary school if they provide them.
 - Make 'reasonable adjustments' to enable your child to be fully included in school without discrimination.
- Most secondary schools will hold an open evening for parents and children who are making decisions about schools to look around and speak to teachers. Make a point of speaking to the SENCo if you can and if not make a separate appointment to meet with them on another occasion.

What can your child do?

- Talk to you or to a trusted person if they have any worries about moving to a new school.
- Make the most of any visits by taking photographs of important places or people, making maps, and making sure they know where to go if they have a problem. They may need some support to do this.
- Look at the website of the new school.
- Colour code their timetable to make it easier to read, link colours to

lessons, rooms, or buildings dependent on how the new school is organised.

- Learn about the new school's routines and rules.
- Practice the journey to the new school.
- Try to do some homework every day.
- Join a lunch or after school club, a homework club might be particularly good if this is an issue at home. This will give them somewhere to go and they will quickly build up a group of friends across all age groups.

Who can I contact if I need further help or advice?

**DIASSEND Advice line
01629 533668**

Monday – Friday 9.30am - 3.00pm
Email: ias.service@derbyshire.gov.uk

**Messages can be left outside this time and
all calls will be returned as soon as possible**

Other factsheets can be found on our website.

**Derbyshire Information Advice and Support Service for Special
Educational Needs and Disabilities:**

[Derbyshire Information, Advice and Support Service for SEND website.](#)

Or use the [online contact form](#), accessible via our website.

**If you, or someone you know, would like a copy of this information
sheet in large print, an audio version or in languages other than
English, please contact us.**