



Self-assessment checklist – Year 6 Primary

YEAR 6 PRIMARY TRANSITION – TEACHER RESPONSIBILITIES

Checklists

Develop or make additions to existing transition checklists:

- What do we need to do differently this year?
- What are the departmental or sector guidelines, timelines and protocols for transition? (have these changed?)

Identify students at risk

Identify students 'at risk' – students who have any formal plans, funding, assessments or support services will need extra attention during transition. Which students will need extra preparation for transition?

- How and when will this extra preparation happen?
- Which existing services can be adapted for these students?
- Do we need to obtain extra services?

Communication channels

Primary school educators to establish a communication channel with:

- Their students' prospective secondary schools (coordinators, head of Y7, assistant principal, student inclusion leaders, etc.)
- Parents and carers of Year 6 students – do we need multiple communication channels?

Transition tasks and activities

Key teachers become familiar with the transition plan for the year:

- Who will do the Teacher Professional Development activities?
- Who will conduct transition tasks and classroom activities with their students?
- Who will send out the parent and carer information?
- Will we use all of the resources on the Life Ed site, or just some? Which ones?

YEAR 6 PRIMARY TRANSITION – TEACHER AND STUDENTS

Student Roadmap

Discuss with students how their transition will be implemented over time:

- When will activities happen in the Year 6 classroom?
- What do we need to do early?
- What can wait until later?

Student diary

How will we keep track of what has been covered? How will parents and carers indicate they have received communications? Will communication be electronic or paper-based?

Student needs diagnosis

Make a time early in the year to find out what students know and don't know about secondary school.

- What are their myths and misconceptions?
- What are their particular concerns, issues, expectations, and questions?

Student 'To do list'

Develop with students a list of things to do and encourage them to discuss this with their parents and carers. Have students and parents and carers compare their lists and discuss what they still need to do before the end of the term or year.

YEAR 6 PRIMARY TRANSITION – PARENT AND CARER COMMUNICATION



Parent and Carer Roadmap & Communications

Parents and carers are aware and involved in their child's transition journey

- Parents and carers know how they will be provided with information to support their young person's transition to secondary school.
- Ensure parents and carers have a communication channel back to the school.
- Add relevant dates and information to parent and carer communication e.g., Seesaw, newsletters.
- Use existing opportunities – parent/carer-teacher interviews, open nights – to update on transition activities.



Parent and carer needs diagnosis

Make a time early in the year to find out what parents and carers know and don't know about secondary schools.

- What are their myths and misconceptions?
- What are their particular concerns, issues, expectations, and questions?
- Keep in mind that some parents and carers may already have child(ren) in secondary school.



Parent and carer 'To do List'

Provide parents and carers with a list of things to do and encourage them to discuss this with their child. Have students and parents and carers compare their list and what they still need to do before the end of the year or the end of the term.

YEAR 7 SECONDARY TRANSITION – TEACHER AND STUDENTS



Student Roadmap

Discuss with students how their transition will be implemented over time:

- When will activities continue in the Year 7 classroom?
- What do we need to do straight away?
- What can wait until later?



Student diary

How will we keep track of what has been covered?
How will parents and carers indicate they have received communications?
Will communication be electronic or paper-based?



Student needs diagnosis

Make a time early in the year to find out what students know and don't know about secondary school.

- What preparation have students done?
- What are their particular concerns, issues, expectations, and questions?



Student 'To do list'

Develop with students a list of things to do and encourage them to discuss this with their parents and carers. Have students and parents and carers compare their lists and discuss what they still need to do before the end of the term or year.

YEAR 7 SECONDARY TRANSITION – PARENT AND CARER COMMUNICATION



Parent and Carer Roadmap & Communications

Parents and carers are aware and involved in their child's transition journey

- Parents and carers know how they will be provided with information to support their child's ongoing transition in secondary school.
- Ensure parents and carers have a communication channel back to the school.
- Add relevant dates and information to parent and carer communication e.g., e-comms, newsletters.
- Use existing opportunities – parent/carer-teacher interviews, open nights – to update on transition activities.



Parent and carer needs diagnosis

Make a time early in the year to find out what parents and carers know and don't know about secondary schools.

What are their myths and misconceptions?
What are their particular concerns, issues, expectations, and questions?
Keep in mind that some parents and carers may already have child(ren) in secondary school.



Parent and carer 'To do List'

Provide parents with a list of things to do and encourage them to discuss this with their child. Have students and parents compare their list and what they still need to do to continue their transition journey.