TRANSITIONS AND PREPARING FOR ADULTHOOD

ENGLAND

New Class or New Teacher Transition Pack

Free download · My SEND Friend Shop

A short pack for moving class, changing teacher, or starting with cover or a new key adult, including a profile and a first-weeks plan.

Share only what the new adult needs, and update it if the move is temporary.

Who this is for

Families and schools supporting a child through a class move, a new teacher, or another change of adult mid-year or in September.

What is inside

- A short profile for the new adult
- A first-weeks checklist
- The child's views
- A review box

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Hand over the useful bits, not the whole history

A new teacher needs a short, current picture: how the child communicates, what helps, what is hard, and who to ask. A long file dump can wait. If there is a plan, passport, or EHCP, point to it and highlight the parts that matter in the first fortnight.

Child's name

Current class and new class or teacher

Date of the change

Key family contact

What the new adult should know first

How I communicate, and how I show that I am okay or not okay

What helps me settle and learn

What is hard, including particular lessons, times, or sensory needs

Practical things (collection, medication, diet, or equipment) if relevant

Who else knows me well in school, and how to reach my family

The child’s views and the first weeks

What I want my new teacher to know, in my words

- [ ] Agree a settling plan and a review date
- [ ] Share visuals or a passport, if we use them
- [ ] Make sure cover staff can see a short version too

Review: what helped, and what we will change

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England
- Preparing for Adulthood materials and your local offer, where relevant

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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