Transition-to-school action plan

As a team, examine your current range of strategies for supporting children's successful transitions to school. Consider what has been working well, identify strategies that may need to change and consider how new strategies could be implemented during the year. Use the action plan to help develop your centre plan and to provide a focus for monitoring existing practices.

Steps for completing the action plan

Print additional action plans, if needed.

1. Identify some clear focuses/goals and time frames (e.g. a start and end date for meeting each goal).

2. Identify specific strategies and steps that will help you achieve the goal and indicate who is responsible for each (e.g. a team leader and/or committee).

3. Identify any barriers or issues that may need to be considered to achieve your plan. Identify ways to deal with each barrier or issue.

4. Track your progress and, if necessary, revise your plan as the year progresses.

5. Celebrate your progress and reflect on successes and professional learnings as you work through your plan.

Action plan

Focus/goal	Strategy and steps	Staff member managing action	Barriers/issues and solutions	Key progress dates
e.g. Increase communication between the centre and local primary schools.	Strategy: Create an invitation for local schools to attend a transition-to-school program meeting at the centre. Ensure the invitation states the purpose for the meeting to generate interest. Steps • •	Director	Barrier/issue: Not sure who to contact Possible solution/s: Director to ring local school principals and explain the purpose of the meeting. Invite the principal to nominate a representative to attend.	Start date: March 1 End date: Review date:
	Strategy: Steps • •	Director	Barrier/issue: Possible solution/s:	Start date: March 1 End date: Review date:
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