



Student Support Handover notes (Template)

Child's name:

Date:

Participants

Parents/Carers:

School personnel:

Child's conditions and medications:

These notes can be created over several sessions. Participants may wish to draft notes on their own or in pairs and then have one teacher collate the information. These notes are for who is transitioning from Year to Year

The aim is for teachers and parents/carers to highlight 's strengths, identify challenges, triggers and upsets. Adjustments that have made a positive difference for and supportive peers and friendships should be included in the handover notes.

Student support goals can be suggested to assist development of individual learning and behaviour plans in the new year.

SAMPLE HANDOVER MEETING NOTES FOR

1. Strengths

- a. What has worked well in the classroom?



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b. What has worked well in other spaces, such as the playground.

c. What are strengths?

d. How does perceive self?

2. Challenges

a. What has found difficult in the classroom this year?



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b. What hasfound difficult in other spaces, such as the playground this year?

c. Whenis faced with a challenge, how is it best to respond?

3. Triggers and upsets

a. What situations trigger stress or anxiety for?



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- b. How can these situations be minimised or avoided?

4. Adjustments that made a difference

- a. What supports strategies and adjustments have worked well this year for?

- b. What did not work?

- c. Other suggestions for next year?



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- d. What strategies might be important for the first five weeks of term?
- e. What can the family do to prepare for changes a new school year might present?

5. Supportive peers and friendships

- a. Who does connect well with? What can peers do to support?

Key goals for next year

- 1.
- 2.
- 3.
- 4.
- 5.

May 2023