



## Student Support Handover Notes (Template)

Child's name:

Date:

Participants

Parents/Carers:

School personnel:

Child's conditions and medications:

Other service providers:

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 school participation, strengths, identify challenges, triggers and upsets. Adjustments that have made a positive difference for ..... and supportive peers, friends and buddies might 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. Where appropriate, draft goals could be discussed with the child to gain their input and commitment to achieving specific goals.

### SAMPLE HANDOVER MEETING NOTES FOR .....

#### 1. School participation and engagement

a. What has worked well in the classroom?



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- b. What has worked well in other spaces, such as the playground, specialist programs?

### 2. Strengths and self esteem

- a. What are ..... strengths?

- b. How does ..... perceive self?

- c. What change might help enhance ..... self-esteem/self-concept?

### 3. Challenges

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



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- b. What has .....found difficult in other spaces, such as the playground, specialist programs this year?
  
  
  
  
  
  
  
  
  
- c. When .....is faced with a challenge, how is it best to assist?
  
  
  
  
  
  
  
  
  
- d. When ..... Is faced with a challenge at home, what do parents do to assist?

### **4. Triggers and upsets**

- a. What situations trigger stress, worry or anxiety for .....?
  
  
  
  
  
  
  
  
  
- b. How can these situations be kept to a minimum or avoided?





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- e. What can family and friends do to help prepare ..... for changes a new school year might bring forth?

### 6. Supportive peers, friends and buddies

- a. List peers, friends and buddies who ..... finds supportive.
- b. How can teachers help peers, friends and buddies support ..... ?

### 7. Suggested goals for the beginning of the next school year

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

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