

Attachment 2 — Early childhood education and care services: Transition action plan

This tool can be used by ECEC services in the planning phase to support documentation of early years transition strategies that are implemented across the year in their context. This editable action plan can capture both current and future strategies. Examples are provided below to prompt thinking.

Service name:		Year:	Review date:	Transition team:	
Improvement priority 1:					
Improvement priority 2:					
Improvement priority 3:					

Date	Transition strategy	Staff responsible	Resourcing	Success measures	Evaluation reflections
TERM 1					
Example: February	Gather voice of children and families who experienced transition across the service last year to inform and refine transition practices.	Educator/Director	• survey	• data records of child/family voice • documented adjustments to transition practice	
TERM 2					
Example: April	Commence reciprocal visits between early years professionals across service and local schools. Embed cycles to share continuity practices such as pedagogy, environments and curriculum links.	Educator and Director	• release time • timetabling	• visits • professional reflections and learnings • evidence of continuity practices reflected across early years learning environments	
TERM 3					
Example: September	Continue to implement and reflect on transition goals for children with an individual transition plan.	Transition team	• transition meetings • transition experiences	• meetings • documentation of individual transition plan and progress	
TERM 4					
Example: November	Prepare transition statements and engage with local schools where consent has been provided by Parents/Carers to support continuity of learning.	Educators	• release time	• transition statements and consent forms completed • reciprocal transition statement conversations with Prep teachers where consent has been provided	