## Tool 9: A framework for documenting transition plans.

**Transition focus area: School Policies and Organisation**

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| **Key Goal** | What **(actions)** will be required to achieve the goal? | How **(resources)** will items be used to meet the set goal? | Who **(individuals and cluster team)** will be responsible for the set goal? | When **(timeline)** will the goal be met? | What are the achievement **(changed behaviour or practice)** milestones? |
| Develop a common, consistent transition policy that addresses identified transition needs | Strategy 1 |  |  |  |  |
| Strategy 2 |  |  |  |  |

**Transition focus area: Information and Communication**

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| **Key Goal** | What **(actions)** will be required to achieve the goal? | How **(resources)** will items be used to meet the set goal? | Who **(individuals and cluster team)** will be responsible for the set goal? | When **(timeline)** will the goal be met? | What are the achievement **(changed behaviour or practice)** milestones |
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**Transition focus area: Social and Personal**

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| **Key Goal** | What **(actions)** will be required to achieve the goal? | How **(resources)** will items be used to meet the set goal? | Who **(individuals and cluster team)** will be responsible for the set goal? | When **(timeline)** will the goal be met? | What are the achievement **(changed behaviour or practice)** milestones |
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**Transition focus area: Curriculum and Assessment**

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| **Key Goal** | What **(actions)** will be required to achieve the goal? | How **(resources)** will items be used to meet the set goal? | Who **(individuals and cluster team)** will be responsible for the set goal? | When **(timeline)** will the goal be met? | What are the achievement **(changed behaviour or practice)** milestones |
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**Transition focus area: Teaching and Learning**

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| **Key Goal** | What **(actions)** will be required to achieve the goal? | How **(resources)** will items be used to meet the set goal? | Who **(individuals and cluster team)** will be responsible for the set goal? | When **(timeline)** will the goal be met? | What are the achievement **(changed behaviour or practice)** milestones |
| Foster a shared understanding of pedagogical approaches used across the cluster | Strategy 1 |  |  |  |  |
| Strategy 2 |  |  |  |  |