

TRANSITIONS · ANY YEAR

Transition Day

Running order template

What transition day is

Sample 2.5-hour running order



Ice-breaker — what works

The Q&A — what they actually ask

What to AVOID on transition day

Lead teacher — prep checklist

- Classroom set up — name labels on tables
- Read-aloud book chosen and bookmarked
- Brief activity prepared (matching the next year's content)
- Q&A slips and pencils ready
- Ice-breaker activity prepared
- 'See you in September' cards or take-aways ready



■ Tour route planned (calm corner, reading area, line-up spot, toilets)

■ Class agreement chart prepared (blank, ready for children to fill)

Letter to parents — sample

