

How to Use the 10-Point Checklist in 15 Minutes

A Quick-Start Guide for Parents and Teachers

(Refers to the checklist you receive when you sign up for the newsletter)

Why This Guide Exists

When you download your 10-Point High-School Transition Checklist through the newsletter, it can feel like a lot to take in.

But inclusion doesn't have to be complicated.

This quick-start guide helps you use that checklist in just 15 minutes a week, turning small steps into meaningful action.

Your 15-Minute Quick-Start Plan

0-3 minutes - Choose your focus

What is your main concern this week?

Connection • Confidence • Coping with workload

Pick one or two checklist points that match where your student is right now.

3-10 minutes - Take action

Use one of the practical examples on the next page to guide your next step.

10-15 minutes - Reflect + reset

Write one line about what worked and what you'll try next.

Practical Examples

For Parents

Concern: "I'm worried my child isn't making friends."

Your 15-Minute Plan:

0-2 min: Raise your concern with the school counsellor.

2-7 min: Have a gentle conversation with your child - listen before advising.

7-10 min: Ask the counsellor for feedback or small social ideas.

10-15 min: Write one simple action step for next week (e.g., plan a short social catch-up).

Tip: Plan one social opportunity outside of school for your child and a friend - even a short shared activity builds belonging.

For Teachers

Concern: "I'm noticing my student isn't coping with the workload."

Your 15-Minute Plan:

0-3 min: Make a quick, compassionate call or email to the student's parents.

3-10 min: Identify one short-term support (e.g., extra time, simplified task).

10-15 min: Create a brief follow-up plan for the next week.

Tip: Send one short update home to celebrate progress - communication builds trust.

Reflection

Weekly Reflection

This week I noticed: _____

Next week I'll try: _____

Quote to Close

"Inclusion doesn't start with systems - it starts with people who show up with heart."

Stay Connected

Join the conversation on Instagram where I share practical tips and stories.
Tag me if you use the checklist - I'd love to see it in action.