

How to Use the 10-Point Checklist in 15 Minutes

This quick-start guide helps parents and teachers put the 10-Point High-School Transition Checklist into action — one small, meaningful step at a time.

Because inclusion doesn't begin with confidence; it begins with willingness.

Challenges Behind Acceptance

www.challenges-behind-acceptance.com

Shining a light on real inclusion.

Total Time — 15 Minutes

Goal: Turn your checklist from a download into small, doable actions that build inclusion week by week.

Step 1 — Set Up (3 Minutes)

- Print or open your checklist on-screen.
- Read through all 10 sections once.
- Highlight two or three areas that feel most urgent or important right now.

Tip: Keep your checklist somewhere visible — planner, fridge, or staffroom wall.

Step 2 — Prioritise (7 Minutes)

- Choose one section to focus on this week — perhaps routines, communication, or confidence.
- Write down one small action you can take immediately.
- If you're unsure where to start, pick the area that feels easiest — early wins build momentum.

Tip: One clear step done today is better than ten perfect plans later.

Step 3 — Share & Reflect (5 Minutes)

- Share your focus with someone — a co-teacher, aide, or family member.
- Use the reflection space on your checklist to jot quick notes at week's end.
- Celebrate one thing that worked — even a small connection counts.

Tip: Inclusion grows through reflection and repetition, not perfection.

Practical Examples

For Parents

If you're concerned your child isn't feeling included or participating in activities:

- 3 minutes Ask the school counsellor to observe your child in class or during breaks.
- 7 minutes Gently ask open-ended questions about school life — activities, friendships, or what parts of the day feel hardest.
- 5 minutes Have a follow-up chat with the counsellor about what they noticed and what might help.

Sometimes a simple change, like adjusting access to certain areas of the school, can make a world of difference.

For Teachers

If you notice a student struggling with confidence — perhaps avoiding eye contact or not answering questions:

- 2 minutes Share your observation with the student's parent or caregiver.
- 8 minutes Meet with the student (with a parent or counsellor present) to discuss what might make participation easier.
- 5 minutes If the student has a speech impediment or similar challenge, email or call their speech therapist to discuss strategies that support them in class.

Sometimes a simple change, like adjusting how a student is supported, can make a world of difference.

Keep Going — Weekly Rhythm

- Revisit your checklist every Sunday or Monday.
 - Choose a new focus area each week.
 - Keep previous notes — they'll show your progress over time.
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Next Step

Visit www.challenges-behind-acceptance.com for more tools, templates, and stories that bring inclusion to life.