



## **8. Preparing my child to join the school or to transfer to a new school or the next stage of education and life**

### **8.1 What preparation will there be for both the school and my child before he or she joins the school?**

We always want to ensure that every child has a positive transition into The Castle School. As we all that we do we like to personalise every transition because we know that each child's experience and needs will vary. Our transition will usually include some or all of the following:

- Visits by Castle School staff to the school and home.
- Information to parents about all the important things such as transport and uniform and how transition will work.
- Transition coffee mornings for parents – a nice event to get to know staff and other parents new to the school as well parents who have had children here for a while.
- Care planning meetings to ensure that medical plans and care plans are in place for the young person.
- Visual support such a books and pictures for the young person.
- A person-centred plan for transition.
- Equipment audit to ensure that we have all the right items in place to support the young person.
- Parent visits.
- Pupil visits to school and to class team.
- Class Swap-over days where all our new pupils come in to school.
- Multi-Agency meetings where appropriate.
- Integrated Therapy Team meetings where appropriate

### **8.2 How will my child be prepared to move on to the next stage within school, e.g. class or key stage?**

When it comes to transitions within school we work very carefully to ensure that this is as smooth as possible. We can plan at a very early stage for transition as this usually happens at set stages during the child's time at school. During this time the class team will plan for

visits to the site that the young person will be going to so that they can familiarise themselves with the environment and get used to the surroundings. This may be built into their weekly timetable so that it becomes normal and part of the routine.

In addition we will have further transition visits for those pupils who may find it particularly difficult. We will also be keen to involve parents/carers in the process as this will usually make things a lot easier. For those who require it we can make a very personalised transition programme that may involve social stories and visual support.

We have a great success in transitions and very rarely have difficulties and were we do we are able to sort them out very quickly. Our pupils are happy and successful in their transitions.

A major key is that when transition is happening we get class teams together so that they can share key information and ensure that behaviour plans and medical information is passed over. We will also involve the school nurse and other medical professionals to ensure that care plans pass on successfully and that the new class team are fully briefed and trained in all aspects of medical and personal care.

### **8.3 How will my young person be prepared to move on to his or her next placement, e.g. FE college or Adult Services?**

We work very hard to ensure that all transitions for pupils leaving our school are successful in their new school or college. Like transitions within school it is essential that we involve the advice and expertise of parents/carers.

Most of our pupils stay with us until they are 19 and will usually go to a local college. As such, we will work closely with local colleges and ensure that pupils are given opportunities to attend link courses so that the college environment become a routine part of their week, which in turn will make transition easier. Our staff will work with colleagues at other colleges and schools to ensure that they have the right training and understanding in order to support the young person in their transition.

### **8.4 How will you support a new placement to prepare for my young person?**

We work very hard to ensure that all transitions for pupils leaving our school are successful in their new school or college. Like transitions within school it is essential that we involve the advice and expertise of parents/carers.

Most of our pupils stay with us until they are 19 and will usually go to a local college. As such, we will work closely with local colleges and ensure that pupils are given opportunities to attend link courses so that the college environment become a routine part of their week, which in turn will make transition easier. Our staff will work with colleagues at other colleges and schools to ensure that they have the right training and understanding in order to support the young person in their transition.

## **8.5 What information will be provided to my young person's new placement?**

To ensure that a transition is successful we will make all appropriate and relevant information available to the new school.

## **8.6 How will the school prepare my child for the transition to employment?**

We work very hard to ensure that all transitions for pupils leaving our school are successful into further education. Like transitions within school it is essential that we involve the advice and expertise of parents/carers.

Most of our pupils stay with us until they are 19 and will usually go to a local college when leaving us. As such, we will work closely with local colleges and ensure that pupils are given opportunities to attend link courses so that the college environment become a routine part of their week, which in turn will make transition easier. We will also involve the support of other professional partners who have expertise in post-19 transitions.

Our staff will work with colleagues at other colleges and schools to ensure that they have the right training and understanding in order to support the young person in their transition

In addition we will use any or all of the following to help aid the transition to make it as successful as possible:

- Transition meetings.
- College visits.
- Work Placements and experience.
- Annual reviews
- Information evenings