

Le Murier School Transition Policy



Policy statement

Le Murier is committed to supporting all students through their time at school and transition on to their future life. Year 6 students are also supported and transitioned into Le Murier by the Transition Manager; this process starts two terms prior to entry to school. Transition is also managed between Middles and Seniors; this process starts in year 9 of school. Students are then supported into and during their year 11 and onwards into the College of Further Education for those who leave school at the end of year 11.

We appreciate that not all students can conceptualise or clearly communicate their long term goals. Where this is the case, the views, the wishes and aspirations of parents and carers will be treated as being expressed on behalf of the student.

Transition into Seniors as well as into post-school life is about the student and as such, frequent and open discussions play a key part in the planning.

Input in all meetings is sought from outside parties including Careers Service and Adult Services from an early stage so that all opportunities can be discussed and explored.

A Guernsey 'Map to Adulthood' booklet has been produced to inform parents and young people with learning difficulties and disabilities, of the agencies and pathways available to them in the Bailiwick of Guernsey. It illustrates what options students have in the transition from school to their next steps on the path to adulthood and the support options that are available to them on their journey. The organisations involved in this project, who all provide a service for children and young people living in Guernsey, worked together on a Learning and Skills Improvement Service project with UK educational establishments.

Transition procedures

Year 6 into Le Murier

The transition process for year 6 students at Le Rondin starts in the autumn term when they receive weekly blogs from our new year 7 students. In January the Transition Manager starts weekly visits to the school. The students visit Le Murier in March to take part in the school's major fundraiser, Everest Challenge. There is also another visit to allow the Transition Manager to show them around the school and take photographs for the transition workbook.

In February and March, the Transition Manager attends the year 6 reviews at Le Rondin to be introduced to the parents. Information gained at this meeting is passed on to the Head of the Middle School and also put into the student profiles which are written in the summer term. The weekly visits by the Transition Manager to Le Rondin continue throughout the spring term and start again in the summer term after the year 6 students return from their residential. At this time the students work through the transition workbook with the Transition Manager. Towards the end of the summer term, the Transition Manager facilitates visits to the school by the teachers involved in teaching year 7 students. Also during the summer term, the year 6 students visit Le Murier for two individual days and take part in a carousel where they are taught by most of the teachers they will have in Year 7.

The process is different for those students who will be accessing the Sensory and Communication Department of Le Murier. These students begin visiting Le Murier on a weekly basis and individual programmes are designed to meet the needs of these students.

In the autumn term when the students are in Year 7 of the Middle School, the Transition Manager takes a weekly class with the new students until October half term, working through the post transition workbook which then completes the transition process. Parents are also contacted by the Transition Manager to get their views on how their child has settled in and whether there is anything that can be done to help them.

For students coming from mainstream the transition program can differ slightly depending on when the Transition Manager is given their details. Parents will visit the school in the first instance and this will follow with them bringing their child for a visit where photographs can be taken to make their individual

transition workbook. Where possible, work will be done on this with the student, facilitated by the Transition Manager visiting them in their school. The student will be included in the day visits in the summer term.

After the Transition Manager has spoken to all parents about how their child has settled in, they are informed that future communication should be with the tutors, although the Transition Manager will still be available if needed. At this time, all parents are invited in by their Tutor to discuss any immediate concerns. In the first week after half-term a meeting is arranged between parents and tutors to discuss any general issues and progress that has been made.

Year 9 into Seniors

During the spring term, work is begun with students to prepare them for their transition into Senior Department. The students prepare a statement and presentation for their Transition Review meeting. A decision is made about the pathway the student will follow in the seniors based on their progress to date and their perceived needs. Students who will follow the Work Skills Pathway are guided to make appropriate decisions about types of College Link Courses to undertake in year 10. (Some students access courses alongside mainstream students, others prefer to remain in a more discreet provision.) Students on the Life Skills Pathway do not normally attend the College Link Courses but do undertake some of their learning in the community.

During the summer term a Transition Review Meeting is held, usually in May or June, which is attended by the student, teacher, parents/carers and any other professionals associated with student. For those students who will follow the Life Skills Pathway a representative from the Supported Employment Service is invited to outline the opportunities that may exist once students have moved on through school and into college and beyond. Most meetings are chaired by a member of Le Murier's **Senior Leadership Team (SLT)** and minutes are taken.

Year 10.

During the autumn term, (usually towards the end of November) parents are invited to attend a "**Settling-In**" meeting. During this meeting there is the opportunity to review the student's progress on their pathway.

Year 11

During the autumn term the students begin to prepare for their transition review in January where they will discuss their next step. Some students will be planning to leave school into employment while others may be planning to go on to the College of Further Education. The students have a weekly timetabled transition slot which is taken by the Transition Manager. These classes help students to prepare for their Transition Meeting. Students prepare a transition profile and school prepares an interim transition report. The transition review meeting is held in January and is attended by the student, Transition Manager, parents/carers, college lecturer, Adult Services (ADSES) and any other professionals associated with student. Most meetings are chaired by the Transition Manager, who is a member of the SLT, and minutes are taken.

Close links are made with the College of Further Education who visit the students in Le Murier. Towards the end of the summer term all students attend a week long Transition Course at the College of Further Education where they work together with the college staff with gradually decreasing support from school. The timings for this transition week reflect those which students experience at College and so transport arrangements for all will have to be amended as required. This 'taster week' enables parents to make any necessary adjustments so that any problems can be resolved for September. It is important for students that are planning on going to work to attend the College for that week as it focuses on skills needed in adult life.

Once the transition programme and all school work is completed the students have the opportunity to leave school on the same date (or as near to) as College to reinforce the fact that they are now College students embarking on the next stage of their careers. This date is normally at the end of June or the beginning of July. Finishing at around the same time as their College peers has significantly helped to improve the transition for Le Murier students.

There are a small number of students from the Life Skills pathway that stay on into our Key Stage 5 due to College not being an appropriate place for their needs. These students have a bespoke transition programme put in place by the Head of the Sensory and Communication Department.

Sensory & Communication students into post-19 opportunities

Students start the post-school opportunity discussions in their year 9 meeting; invitees include Adult Services, residential/respite providers and other professionals. Options are discussed jointly with parents/carers and, where appropriate, the student, for future opportunities.

Students in Sensory & Communication can stay on at Le Murier for a term after their 19th birthday. Transition to Adult Services starts when the student turns 16 years old; often a key worker from St Martins Day Centre (or other establishment) will come to school to observe the student for a period of time before visits out to the adult service provider commence. Initially transition will be for a session a week; this extends normally to 3 half days (and at times full days) by the time the student leaves school. Support from Le Murier staff is given throughout the transition process to enable a thorough hand-over. When the student has transitioned fully, the opportunity for additional support may still be possible if deemed necessary by the adult day service provider.

Responsibility for policy

All staff involved in the transition process as well as the senior leadership team and external parties, share responsibility for implementing the policy and procedure.

The Transition Manager will ensure coordination of the transition of year 6 learners into Le Murier and the transition of year 11 students out of school and any other students who may join Le Murier at different years. Head of Sensory & Communication will ensure coordination of transition meetings for its students.

The Headteacher, Head of Seniors and the Transition Manager will have responsibility for co-ordinating post-transition support and for tracking learner destinations after leaving school.

Scope of the policy

This policy applies to all students. All new staff will be made aware of the policy during their induction. The successful implementation of the policy depends upon a whole school approach, led by the senior leadership team.

Reviewed November 2014

Review date: November 2015

Signed:

..... (Headteacher)

..... (Head of Seniors)

..... (Transition Manager)