

Appendix B

The Bridge – Transition Processes

Method to engage young people in preparation:

- talking mats
- Labels/stickers
- Digital camera & printer
- Video Camera
- Switches
- Observations – by different professionals in different settings
- Advocacy
- Accessible info about the process
- Private conversations
- Leavers Group – run at school

Adults to complete a '**pupil profile**' (information from a professionals perspective)

YP to be supported to complete '**about me**' (either paper version/electronic) information is from the young persons perspective – and might not be totally accurate.

All reviews are held in the summer term.

- The school will circulate a schedule for all reviews at the beginning of September (for all years) to all professionals involved.
- Year 9 - In September, a transition meeting will be held at the school to determine who all the professionals that are involved, and who is the health & education lead. This will be used as an initial information gathering/sharing exercise.
- Year 10-14 - In September, a transition meeting will be held at the school as a hand over. Update information and to evaluation the preparation/meeting method being used.
- During these September meetings an individual plan will be created to prepare each young person for the up coming year (individually or in groups, verbally, symbols).

- Professionals invited could include:
 - Deputy Head
 - Class Teacher/TA
 - OT
 - SLT
 - Physiotherapy
 - Nurses – hopefully have feedback from Consultants annual review.
 - Transition
 - IAG

Transition Planning & Responsibilities.

- 1.) The school will send out invitations to the family and ALL professionals
- 2.) The school will also send to families the section of the statement that needs to be reviewed and updated.
- 3.) Accessible action plan to be created at the review and circulate. Professional named at the review to feedback to the young person.
- 4.) Transition Worker & School will continuously revisit the plan with the family and young person throughout the year.

Process to prepare & support the young person in the future.

Time	Activity	Location	Professional Responsible
Year 8 (age 13)			
July	Induction session held at the school with parents . All parents of year 8 students invited. Given a guidance document. All professionals invited. Information session, with questions and	School	Education Transition IAG Health Social Care

	answer time.		
	Induction session held in school time with young people.	School	Education Transition IAG Health
July –August	Complete & return referral form for all Islington YP going into YR 9 in Sept to Transition Team		Health/Ed
Year 9 (age 14)	Review take place in the summer term. Main focus: WHO AM I? Parents meetings ½ termly – organised and run by Tom		
September	Professionals meeting to determine method used to prepare the young person. Health Professional is allocated at lead health professional – who will attend transition review. Discuss update referral.	School	As above
Autumn	Ongoing meetings with parents &YP	Home Visit	Transition Worker/IAG
	Introduce the format for preparation – as agreed by the team of professionals during the Sept meeting.	Time in school allocated to suit each young persons needs.	Ed/Transition/IAG
	Complete ‘communication passport’		SLT
	Complete ‘pupil profile’		Teacher
	Start ‘About Me’ <ul style="list-style-type: none"> • Intro – Good (representative) photo • Where I live • Things I like/ don’t like 		Transition

	<ul style="list-style-type: none"> ○ food/activities/friends/places 		
	Possible continuation of work <ul style="list-style-type: none"> ● Who I am ● Important people to me ● I am working towards 		Transition
March - May	Explanation on the review format & planning for it	School	Ed/Transition/Health/IAG
Summer	Reviews take place.	School	Ed/ Transition/Health/IAG
Year 10 & 11 (age 15-16)	Review takes place in the Summer Term Main Focus: WHAT CAN I DO? Parents meetings ½ termly – organised and run by Tom		
	Throughout the year re-checking that the 'communication passport', 'pupil profile' and 'about me' are up to date. Link to personalised work plan.	School	Ed/Transition/IAG/Health
September	Professionals meeting – update & and create new plan	School	As above
September - May	Focusing on short term goals/future * what would you like to do at the weekends/after school.	School time	Ed/Transition/IAG
	Looking at independence skills <ul style="list-style-type: none"> ● School ● Travel ● Cooking ● Money ● Friendship/relationships ● Shopping ● Leisure ● Health – what do I need/understand/access 	Time in school allocated to suit each young persons needs.	
March - May	Explanation on the review & planning	School	Ed/Transition/Health/IAG

	for it		
Summer	Reviews take place.	School	Ed/Transition/Health/IAG
July	Work Plan of when CCA will be completed		Transition
Year 12-14 (age 17-19)	Review takes place in the Summer Term Main Focus: LIFE AFTER SCHOOL Parents meetings ½ termly – organised and run by Tom Leavers Group (once every two weeks) – Emma & Julia Community Care Assessment complete at age 17 S140 to be completed before the YP leaves school		
Throughout the year re-checking that the 'communication passport', 'pupil profile' and 'about me' are up to date. Link to personalised work plan.		School	Ed/Transition/IAG/Health
September	Professionals meeting – update & and create new plan	School	As above
September - May	Focusing on life after school * what would you like to do when you leave	School time	Ed/Transition/IAG
	Areas to be discussed <ul style="list-style-type: none"> • School/Education/College/Work • Living options: home/supported living • Leisure/Social Life • Transport/Travel • Self direct support: DP/IB • Health - Leavers Medical 	Time in school allocated to suit each young persons needs.	Ed/Transition/IAG/Health
	During this time there will be visits to colleges/day centres.		
Easter	Referral to Adult health team – children's health team complete closing		Health

	summaries. Transition Worker organises a meeting (to be held at the school) to hand over cases. Invited Children's Health Professionals - ILDP Service Manager/Lead Health Therapist.		
Summer Term	Last transition plan to ensure things haven't changed. Invite adult services & new IAG worker		School/ IAG

IAG worker from school will **not work** with YP once they leave school – however they will have a new name IAG worker. **Transition Team** will support the YP into their first placement, a review will then take place 6-8 week in (Mid-End Oct), cases will then be handed to adult services.

Annual Review Meeting/Transition Planning

1. **Who will facilitate the review?** This will be agreed in the September meeting by the team of professionals and agreed by Penny/Mandy. Likely to be a core group of teachers or the transition worker
2. **Who decides on the preparation/meeting approach being used?** Decided within the group of professionals in the September meeting.
3. **Who leads on the follow up meeting?** TBC