

Process Plan (Transition)

Transition period **on entry** starts from school receiving the offer letter, to the end of the first half term of the placement. There will be a final transition meeting at the end of the first term. Transition **on program** runs from year 9 to exit. The transition period **on exit** runs throughout the final year at school.

	Steps	Actions	Time
Transition on entry	Work in collaboration with SST MDT in the initial stages of a new students transition into RSM, to ensure information sharing and a smooth transition process	Transition Coordinator to organise an initial transition meeting with the MDT to identify roles and responsibilities and agree on actions, which will include the distribution of information to relevant practitioners, addressing training and equipment needs and the transferal of information from the assessment report to the ISP	At the beginning of a student's transition into RSM
	Plan a PC transition for the individual student which is comprehensive and supportive	Transition coordinator to arrange and attend a transition meeting with the new students current MDT and parents at their current placement to plan a transition which is bespoke to the young person's needs. Ensure arrangements are made for transferring equipment from current placement to RSM Upload the transition plan onto SP and inform all relevant practitioners and departments	As appropriate
	Support the student in making their transition visits, ensuring they have access to information about RSM in a way that meets their communication needs	Transition coordinator, in collaboration with teacher and key worker to create bespoke resources which will support the young person's transition	As appropriate
	Liaise with SST teachers, key workers, support services and parents during the initial 6 week period following the commencement of their placement	Arrange an MDT within 2 weeks of the start date to ensure the transition is being well supported Keep in contact with MDT and parents via email	Throughout initial 6 week period
	Ensure students well-being and progress is monitored throughout the first half term of the full time placement in order to plan informatively for future transitions	Transition coordinator to support keyworkers in recording information on the transition well-being recording system Transition coordinator to transfer data from well-being recording system onto the students individual transition tracker	First half term of the students entry into school

Transition on program	Identify a clear end to the transition period	Transition coordinator to arrange a transition follow up meeting with parents and teacher to discuss student's progress throughout the transition period	At the end of the first full term of the students entry to school
	To ensure all students from key stage 4 onwards are encouraged to develop skills in all aspects of transition, which will consequently prepare them for adulthood	Develop an individual transition plan (ITP) from year 9 to exit	Key stage 4 and key stage 5
	To ensure the student has the opportunity to express their views in matters concerning their preparation for adulthood	<p>Key worker to support the student in the creating and updating their important to me bag</p> <p>Student will share the contents of the important to me bag with the attendees in all annual transition reviews from year 9 onwards</p> <p>Transition coordinator will attend yr9, yr11 and yr13 annual reviews to create the mini map using the important to me bags, mini map will be added to the minutes of the review</p> <p>Student will self-evaluate their leisure and vocation preferences in their booklet with support from their key worker, in addition the key worker will observe and evaluate their well-being during the sessions to ensure validity</p>	From year 9 until exit
	Ensure students well-being and progress is monitored throughout the September transition at the beginning of each new academic year in order to plan informatively for future transitions	<p>Transition coordinator to support keyworkers in recording information on the transition tracker throughout the first half term of the new academic year</p> <p>Transition coordinator to transfer data from well-being recording system onto the students individual transition tracker</p>	The first half term of every new academic year
	Ensure key workers are aware of their roles and responsibilities throughout the students final year at RSM	Transition coordinator to meet with leavers key workers to discuss actions that need to be addressed throughout the final year, such as building the progress files and discuss resources which will best support the student	First half term of the students final academic year
Transition on exit	Work in collaboration with SST MDT in the initial stages of the leavers transition to new provision, to ensure information	Transition Coordinator to organise an initial transition meeting with the MDT to identify roles and responsibilities and agree on actions, which will	When new provision has been identified

Transition on exit	sharing and a smooth transition process	include the distribution of information to relevant provisions, addressing training and equipment needs and the transferal of information from SharePoint to new provision	
	Plan a bespoke transition which meets the individual students needs	<p>Transition coordinator to use the information on the students transition tracker and liaise with current teacher, key worker and parents to identify how the student can be best supported throughout their transition</p> <p>Ensure arrangements are made for transferring equipment from RSM to new provision</p> <p>Upload the transition plan onto SP and inform all relevant practitioners and departments</p>	As appropriate
	Support the student in making their transition visits, ensuring they have access to information about RSM in a way that meets their communication needs	Transition coordinator, in collaboration with teacher, key worker and new provision to create bespoke resources which will support the young person's transition	As appropriate

Dawn Cameron Transition Coordinator