

Transition Process

Transitions in to School

- Transition Coordinator holds a multi-disciplinary team (MDT) meeting with Seashell staff to agree steps in preparation for new student, such as equipment ordering and transfer of information.
- Transition Coordinator holds a Transition meeting with family, previous educational placement where possible, local authority, MDT and residence if applicable to gather further information and to plan for a bespoke transition, including visits and adaptive materials.
- Transition Coordinator will support the student in making transition visits to school on agreed days, ensuring the student has received appropriate resources which meet their communication need.
- The Transition Coordinator will oversee the recording of all new student's wellbeing during their first half term, monitoring mood, 'what worked' and 'what didn't work' during this period.
- Transition Coordinator to arrange a follow-up Transition meeting with family and Seashell staff to review progress and sign off the entry transition period.

Transitions within School

- All students have an 'Important to Me' bag, a collection of items which represents the things that are important 'to' the student as opposed to important 'for' them. This bag is kept in the classroom and is accessible at any time for the student. The 'Important to Me' bag can also be used for unfamiliar staff to build a bond whilst exploring the bag together with student.
- All students have an up to date Transition Passport document, kept within reach in the classroom. This gives an overview of the student including needs, diet, ways in which to support, communication methods, OT input and also a description of how the student transitions from their home to school and vice versa.
- For all Year 9 + students, the Individual Education Plan will be supported annually by a person centred review process; including aspirations, barriers and desired outcomes relating to education, employment, independence, health, friendship and community. This runs up until school exit.
- Transition Coordinator will oversee the completion of Wellbeing recording for all students in school during the first half term of each academic year. The wellbeing data is then transferred onto Transition Trackers to be monitored for the student's future transitions.

Transitions out of School

- Transition Coordinator will meet with student's key workers to discuss final year steps, such as the building of progress files and resources that will best support the student.
- Transition Coordinator holds a MDT meeting to discuss preparations for leaver, including sharing of information with future provision (where applicable) and the transfer of equipment.
- With reference to student's Transition Tracker, the Transition Coordinator will liaise with teachers, key worker and family to identify how the student can be best supported throughout their upcoming transition. Transition Coordinator to ensure arrangements are made for the transfer of equipment from RSM to new provision. A bespoke transition plan will be created with planned visits to new provision where possible.
- Transition Coordinator, in liaison with class teacher, key worker and new provision, to create bespoke resources which will support the young person's transition.
- Class teacher will observe student in new setting if appropriate to close out transition.
- Transition Coordinator will do follow up tracking of leaver on months 4 and 12 of leaving RSM.