

Where can I find out more about the opportunities that are available?

There is a range of organizations both in and out with Shetland that are able to give information and guidance to young people moving out of school. You will find a list of them on the Education website at:

www.shetland.gov.uk/education/AdditionalSupportNeeds.asp#Q4

The website also contains links to information on Secondary Transition in Scotland .

You will find more information about With You For You Assessments at:

www.shetland.gov.uk/socialwork-health/4u.asp

If you have any queries about your child's transition you can contact the **Education Support Officer for Additional Support Needs** in the Schools Service at:

Hayfield House
Hayfield Lane
Lerwick.
ZE1 0QD
Tel:01595 744024

If you have any complaints about your child's transition out of school you have the legal right to refer to an ASN Tribunal. You will find a link to this on the local education website above.

Shetland Islands Council
School Service



**Information for
parents and carers
of young people
with additional
support needs and
disabilities in
Shetland**

Transition Planning

**Moving Out of
School**

Tel: 01595 744024

Shetland Islands Council
School Service

Hayfield House
Hayfield Lane
Lerwick
Shetland
ZE1 0QD

Transition Planning Moving out of School

Is your son or daughter planning to leave school in 24 months or less?

This leaflet has information about planning for the transition through to life after school for young people in Shetland.

If your son or daughter has a Coordinated Support Plan, the Additional Support for Learning Act (Scotland) 2004 states that the school must start planning for transition a minimum of 12 months before their planned leaving date. It is good practice to start planning before this time so that Adult Services can plan for any provision that may need to be made. However, the Act realises that this is not always possible, for instance, if your son or daughter decides to leave school ahead of their planned leaving date. The transition planning will be led by the coordinator of your son's or daughter's Coordinated Support Plan. Please inform their school as soon as possible if a leaving date is brought forward.

If your son or daughter has been assessed with a disability or has an active Getting It Right For Every Child (GIRFEC) Children's Plan, but does not have a Coordinated Support Plan, the Schools Service policy in Shetland is to make available the same kind of transition planning as for young people with a Coordinated Support Plan. This planning will be led by a teacher in their school, usually a Pupil Support Teacher or an Additional Support Needs teacher, or by the Lead Professional if your child has a GIRFEC plan.

If your son or daughter has Additional Support Needs, but no assessed disability or Coordinated Support Plan, and you think that they may need support from the Adult Services when they leave school, please ask their Pupil Support teacher to arrange a meeting with a member of the Social Work, if possible at least 12 months before their planned leaving date.

Transition planning for young people with Coordinated Support Plan, GIRFEC Children's Plan or assessed disability.

Transition planning helps young people to prepare for the move from school to adult life. It makes sure everyone works together to support your son or daughter in achieving their goals as they become young adults.

Transition planning will take place at the same time as the meeting for the annual review meeting for your child's Coordinated Support Plan or GIRFEC plan, if they have one.

Transition planning will be reviewed at meetings to take account of any changes as your son or daughter gets close to their school leaving date. An additional meeting may be held nearer to the leaving date.

The Transition Planning meeting will help everyone involved with your son or daughter to get information about:

- Your son or daughter's ideas and hopes for the future;
- Your views of your son's or daughter's future;
- How the school can help;
- How the different agencies involved can work together to support them to achieve their aims.

Who will be invited to the meeting?

- You
- Your son or daughter
- Staff from their school
- Someone from the Schools Service

People from agencies that may play a major role in your child's life after school must also be invited. They may include:

- A careers advisor from SDS
- Someone from Social Work and / or Psychological Services
- Someone from health, such as a Speech and Language or Occupational Therapist

If you would like support for yourself at the meeting you can ask to bring someone with you.

The coordinator of your transition plan will ask for written reports beforehand from professionals working with your son or daughter. You will also be invited to give information. Your information should include your views on your son's or daughter's progress, and your hopes and expectations for their future.

Different possibilities will be discussed at the meeting. It is very important that your son or daughter feels able to give their independent views on what they want to do when they leave school. Some young people may need help to do this from, for example, a teaching assistant or teacher, or a youth worker.

These are some of the questions that your son or daughter may be asked when information is being gathered for the transition meeting.

- Is your leaving date still the same?
- What do you want to do when you leave school?
- What are you good at?
- What sort of things do you need help with?
- Is there anything you would like to ask?

Before the meeting, the school will send out an invitation to key people involved in the transition planning, asking them to submit any relevant information, and to attend the meeting. Annual review meetings normally take place in school.

At the meeting, this information will be presented and both you and your child will be consulted and asked for your views. Your permission and your child's permission will be asked to share relevant information with other agencies that will be supporting your child after they leave school.

Afterwards, the professional coordinating the transition planning at the meeting will make a written record of it. They will also record responses on the transition plan and make a list of action points. These documents will be sent to all those who were invited to the meeting. If you disagree with anything in the record you can ask for it to be altered. The professional coordinating your son's or daughter's transition planning, usually a teacher, will make sure that any relevant information is passed to agencies who can offer specialist help or support after your son or daughter leaves school. They will only do this if they have been given permission. In some cases, it may be appropriate for the Social Care Service to arrange for a With You For You Assessment to ensure that future needs of your son or daughter are planned for.