

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

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 677024

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
young people with
additional support
needs and
disabilities in
Shetland**

**Transition Planning
Moving Out of
School**

Shetland Islands Council
School Service

Hayfield House
Hayfield Lane
Lerwick
Shetland
ZE1 0QD

Tel: 01595 677024

Transition Planning

Moving out of School

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

If you need help in reading this information please ask a Pupil Support teacher to go through it with you.

If you have

- A Coordinated Support Plan
- Been assessed with a disability
- A Getting It Right For Every Child (GIRFEC) Children's Plan

You are entitled to help / support for planning your transition from school.

If you decide to leave school before your planned leaving date you must let the school know as soon as possible.

If you have Additional Support Needs, but no assessed disability or Coordinated Support Plan, and you feel you may need help / support when you leave school, ask your Pupil Support teacher to arrange a meeting with a member of the Social Care Service. If possible, this should happen at least 12 months before your 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 you in achieving your goals as you become a young adult.

Transition planning will take account of any changes as you get closer to your school leaving date.

An additional meeting may be held nearer to your leaving date.

The Transition Plan meeting will help everyone involved with you to get information about:

Your ideas and hopes for the future;

Your views of your future;

How the school can help;

How the different agencies involved can work together to support you to achieve your aims.

Who will be invited to the meeting?

You

Your parents or carers

Staff from your school

Someone from the Schools Service

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

An advisor on careers

Someone from Social 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, ask your Pupil Support teacher about this.

It is very important that you feel able to give your views on what you want to do when you leave school.

These are some of the questions that you 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, information will be collected from people involved in your transition and they will be invited to the meeting.

At the meeting this information will be presented, and both you and your parents/carers will be asked for your views.

Your permission and your parent's/carer's permission will be asked to share information that will help other agencies who support you after you leave school.

Afterwards, the professional coordinating the transition planning at the meeting will make a written record of it by

- Recording what is said
- Making 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 person coordinating your transition planning will make sure that any helpful information is passed to agencies who can offer support after you leave school. In some cases, the Social Care Service may arrange for a With You For You Assessment to ensure that needs you may have in the future are planned for.