



## Key Stage 4 “Steps to Transition” Booklet

Limpsfield Grange School



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## **These are the steps that I need to take to get ready for transition:**

- Think about what I am good at and what I enjoy doing;
- Do some research about jobs I would like to do;
- Talk to people: staff, parents, friends, family;
- Attend my Yr 9 Transition Review and talk about what I want to do;
- Create my Record of Achievement File;
- Have an interview with Mrs Wild;
- Have an interview with a Governor;
- Think about where I want to go;
- Attend lots of Open Days with my list of questions;
- Do some Taster Days;
- Talk to the 16+ placements about the support that I will need and that they can give me;
- Decide which course and level of learning are best for me to start at college;
- Apply for the courses that I like;
- Find out what GCSEs or entry criteria I will need;
- Get ready for my interview and update my RofA file;
- Attend my interview;
- Find out whether I have been accepted.....
- Work hard to get my grades;
- Think about my life skills – am I ready to keep myself safe, or are there things I need to practise? eg: Travelling , Using money, Using time, Being assertive.
- Work hard at my work experience placement to build my employability skills.
- Complete Rainbow challenges in boarding and PSHE lessons.

## This is how KS4 and Transition might make me feel



**These are things that I can do that will help me with any questions, worries and anxieties:**

- ☺ talk to staff
- ☺ have 1:1 time with a key worker
- ☺ use the worry box
- ☺ use the calm box
- ☺ take time out
- ☺ have help with my homework
- ☺ attend catch-up clubs at lunch or after school
- ☺ practice relaxation strategies

# What can I do after leaving Limpsfield Grange?

Your choices might be:

- ☺ Further Education College
- ☺ School 6<sup>th</sup> Form or 6<sup>th</sup> Form College
- ☺ Specialist School or College
- ☺ Apprenticeship (work based learning)
- ☺ Traineeship (learning about work at College if you are not ready for an Apprenticeship)
- ☺ Supported Internships
- ☺ Youth Support Programmes (YMCA)
- ☺ Work
- ☺ Skills-based training through providers such as Icon
- ✓ Find out more at the Surrey Careers Fair at Epsom Racecourse every Autumn
- ✓ Look at the websites on the final page to help you research
- ✓ Have a 1:1 Careers Interview



# These are the 4 mainstream colleges in Surrey

## East Surrey



## Nescot



## Brooklands



## Guildford/Merrist Wood



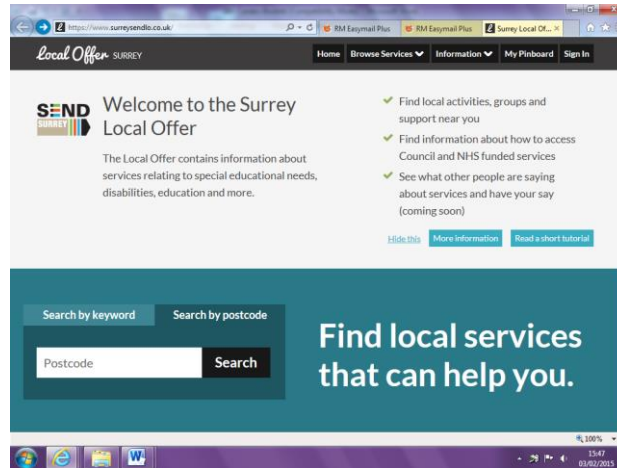
Which one is right for you?

## Merrist Wood



This is the Surrey SEND website that I can access to find out more about my local offer and what I can do in my local area when I leave school:

<https://www.surreysendlo.co.uk/>



## Post 16 Provision in Surrey, February 2015

NE	Alternative Learning Provision
<b>Mainstream schools 16+:</b>	<b>Special Schools 16+:</b>
Bishop Wand	Linden Bridge ASD
Epsom and Ewell (HI)	Walton Leigh SLD
Heathside	<b>NE Colleges:</b>
Rydens	Nescot
St Pauls Catholic College	Esher Sixth Form College
Blenheim High School	Brooklands College
Glyn (boys only)	<b>NE SEND 16+ out of county*</b>
Rosebery (girls only)	

NW	Special Schools 16+:
<b>Mainstream schools 16+:</b>	Portesbery
Collingwood College	Carwarden House
Fullbrook School	Freemantles
Gordons School	Philip Southcote
Salesian	<b>NW Colleges:</b>
Tomlinscote	Strodes College
St John the Baptist	Woking College
	Brooklands College
<b>Alternative Learning Provision</b>	<b>NW SEND 16+ out of county*</b>

SW	
<b>Mainstream schools 16+:</b>	<b>Special Schools 16+:</b>
All Hallows School	More House School SpLD
Christ's College	Pond Meadow PMLD & ASD
Guildford County School	
Howard of Effingham School	<b>SW Colleges:</b>
Kings College	Guildford College
St Peter's School	Godalming College
The Ridgeway School	
<b>Alternative Learning Provision</b>	<b>SW SEND 16+ out of county*</b>

SE	
<b>Mainstream schools 16+:</b>	<b>Special Schools 16+:</b>
The Priory	Woodfield - LD
St Andrews	Cornfield – LAC/Vulnerable
Oxted	MoonHall - Dyslexia
Warlingham	Moor House - SLCN
St Bedes	Clifton Hill – SLD/ASD
The Beacon	<b>SE Colleges:</b>
Royal Albert and Alexandra	East Surrey College
The Ashcombe	Reigate College
Therfield	
<b>Alternative Learning Provision</b>	<b>SE SEND 16+ out of county*</b>



## What's the difference between school and college or work?

School	College
<p>Narrow age range (11-18)</p> <p>Have to be there until end of Year 11</p> <p>People you know</p> <p>Everyone goes all day</p> <p>Books are provided for you</p> <p>Some people live near school</p> <p>You may have support through your EHCP in the 6<sup>th</sup> Form</p> <p>Tutor groups and House activities</p>	<p>Support from EHCP if appropriate</p> <p>Wider age range</p> <p>You don't have to be there - it's not compulsory</p> <p>New friends</p> <p>Some 'free' lessons</p> <p>Students provide own books</p> <p>Students from lots of places</p> <p>Help with travel costs</p> <p>Some facilities such as a gym etc</p>

School	Work
<p>Shorter hours</p> <p>Teachers always checking what you are doing</p> <p>Different teachers for each lesson</p> <p>PE lessons</p> <p>People the same age</p> <p>Friends you've known for some time</p> <p>Long holidays</p> <p>Lunch breaks</p> <p>Lots of different things to do</p> <p>Always lots of people around</p>	<p>Longer hours</p> <p>May have to organise yourself</p> <p>Same person in charge all the time</p> <p>Paid</p> <p>No games/recreation breaks</p> <p>People of all ages</p> <p>New friends</p> <p>Weekend/evening working</p> <p>Short, set holidays</p> <p>Lunchbreaks may be short</p> <p>May do the same things a lot</p> <p>May not be many other people around</p>





**Further Education Colleges** have a wide range of courses. Many are vocational, which means they are training you to do a particular job. Some of these are – animal care, ICT, business, childcare, catering, motor mechanics and hairdressing. Students usually go to a further education college near to their home for between 1 and 3 years. FE colleges can give students extra help if they need it. There are 4 FE Colleges in Surrey: Brooklands, East Surrey, Nescot and Guildford. Applications will depend where you live and which course you want to do. Some students have also gone to Carshalton College and Croydon College in the past.

**Special Schools and Colleges** are often residential and offer a wide range of courses which can include learning to look after yourself and becoming more independent: eg Woodfield School, Carwarden, Linden Bridge.



**Specialist Colleges** have courses which concentrate on a particular area, such as animals and land-based subjects, or art and design. Sometimes you can live there in term time. They can also give extra support to students. Merrist Wood, Plumpton (East Sussex) and Hadlow College (Kent) are examples of colleges that offer animal care and land-based subjects.



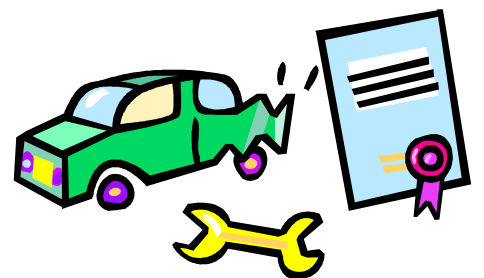
**School 6<sup>th</sup> Forms and 6<sup>th</sup> Form Colleges** have students all about the same age (16-19) and usually offer mostly academic courses such as BTEC certificates, awards or diplomas, AS/A2 levels:  
eg Reigate Sixth Form College.



**Steps Ahead and Stepping Stones** are schemes to help young people who are not quite ready to start a job or apprenticeship. It can help with basic skills (reading, writing and maths), starting to look for a job (for example, how to prepare for an interview) and also things like building your self confidence.



**Apprenticeships (work-based learning)** means having a job but also doing training towards a qualification at the same time. You would be paid but possibly not as much to begin with as someone not doing training. Once you have completed your qualification (usually called an NVQ) you would be paid more and be more likely to get a better job eg hairdressing, catering, bricklaying.



## **What questions shall I ask to help make my decision?**

- What do I enjoy and which courses can I take?
- What am I good at? What are my skills and talents?
- Do I need any qualifications to start this course?
- How long will the course last?
- What sort of coursework will I have?
- Will I have exams?
- What support can I have?
- What happens with my Education, Health & Care Plan at college?
- Will I know anyone?
- How will I get there each day? Can I have help with travelling?
- Will I have to be there everyday? Can I continue with my work experience?
- How many other people will be doing the course?
- What help and support will I get?
- What sort of job can I get if I pass this course?
- Can I do another course after this one?
- How much will it cost?
- Is there any help with money if I have problems?
- Can I look around?
- Are there any taster days?

## Which level of course shall I apply for?

Applications to mainstream colleges and school sixth forms are normally made in the Autumn Term of Yr 11. All Placements will be discussed and nominated in the Yr 11 Transition Meeting for your Education Health and Care Plan. Many of our students move 'sideways' into college so that they can feel confident and have a successful transition. Generally, if you are predicted:

Entry Level Certificates and a few GCSE grades at E - G	You will apply to a course at Foundation Level in the Supported Learning Department
GCSE grades at D - G	You will apply to a Level 1 course. If you narrowly miss getting 'C' grades, and feel very confident about going to college, you may think of applying for a Level 2 course.
GCSE grades at A - C	You will apply to a Level 2 course, or, if you are fully confident, to a Level 3 course.

## Who can I ask for help, support or advice?

College staff and tutor

Your teachers

Parents and other members of the family

Employability

Youth Support Workers

Pathways Team – Steve Mason

Careers staff at school – Mrs Taylor

Other students at the college

Learning support staff at college

## **What kind of support can I get at college?**

After your Transfer Meeting in Year 11, you will be given either an Education, Health & Care Plan, or a Pathways Plan, depending on your level of need. Both documents will detail all the support that you currently have in school and the learning/other support required at 16+, but, under the new system, there is no guarantee that the Pathway Plan will be the document used. It will also detail the additional support for external examinations (25% extra time, a prompt, a reader or scribe). If for any reason the actions in your plan are not in place, or not working, when you start college then contact the college support team immediately to discuss this.

You may get 1:1 support in your 16+ placement, if this has been agreed in your plan. You can also access the learning resources and support areas within the college. You can use these to help with access to ICT and homework tasks.

You may also be assessed at interview, or when you start college, for literacy and numeracy. Dyslexia tests may also be given. These can be generic tests but do give areas of strength and weakness to which support can then be targeted.

### **These are the types of specific support that may be available at college through a typical Pathways Plan;**

- Help with reading, assignments, concentration, note-taking and organisation

- A learning support assistant to help in the classroom

- 1:1 teaching sessions outside the classroom to help with coursework

1:1 specialist support and assessment to help with dyslexia, literacy & numeracy

Behavioural and emotional support to help with self-esteem, motivation, staying calm, anger, goal setting and helping with the pressures of college life

Counselling

Careers Information, Support and Advice

Advice on Apprenticeships and next steps

Help with funding and transport, bus passes etc.

Specialist equipment – voice recorders, laptops

Support for exams – reader and scribe, headphones, separate rooms.

**Many students from time to time find it difficult to cope with the demands of the college environment. Contact the college promptly to seek help if this becomes necessary.**

**Am I ready for Transition: How are my life skills?**

**Where am I on the Rainbow Curriculum?**

Am I good with money, giving change and budgeting so that I know how much I can spend each day?

Can I cross the road safely?

Can I catch a bus or train? Can I use a timetable?

Can I use a map to help me find a place?

Can I tell the time?

Can I use time to help me to plan my day?

Can I keep myself clean and be dressed appropriately for the day?

Can I keep myself safe?

Do I know the simple rules about e-safety?

Do I know where to go to get help if I am not sure?

## Building my employability skills for a working life:

Employability skills are things that employers look for when they are recruiting new staff. These could be:

- Works well in a team
- Cooperates well with others
- Communicates well with others
- Is punctual
- Can be relied upon
- Can be trusted to carry out a task

**Do I know how to apply for a part-time job? Work experience, my parents/carers and tutor will help me to be ready:**

	Yes	No
Do I know which qualifications I am studying for, with predicted grades?		
How am I doing with: Duke of Edinburgh, vinspired, Mentoring, First Aid Certificate, Food Hygiene Certificate, Health & Safety at Work Certificate?		
Have I completed my CV and updated it with any new qualifications and experience?		
Do I know what my skills and talents are?		
Do I need help to complete an application form?		
Have I completed my work experience placements?		
Did I achieve my targets?		
If not why not?		

Have I completed my work experience diary?		
Did I get a good report from my employer?		
Do I recognise what I have done well and what I need to improve on?		
Do I need advice or help to think about these questions?		

**For more information about careers information and guidance, log on to the individual college/school websites or:**

<https://www.surreysendlo.co.uk/>

<http://www.u-explore.com/website/>

UCAS Progress course search:

<https://www.ucasprogress.com/>

U-Explore careers site:

<http://www.u-explore.com/website/>

Apprenticeships:

<http://www.apprenticeships.org.uk/>

Skills-based Training Providers:

<http://www.jace-training.co.uk/>

<http://www.icon-training.com/>



**and talk to our Pathways Advisor:**

**Stephen Mason**

Pathways Team (SEND)

Quadrant Court

35 Guildford Road

Woking GU22 7QQ

Tel: 01484 519382     [stephen.mason@surreycc.gov.uk](mailto:stephen.mason@surreycc.gov.uk)

**and, finally, the Preparing for Adulthood website is a great source of information and advice:**

<http://www.preparingforadulthood.org.uk/what-we-do/supported-internships/factsheets-videos>