



The Southfield Trust Transition Policy

Introduction

Preparing for and managing change is important for all children, but this is particularly so for those with autism. The daily transitions from the home environment to school, from class to playground, from one classroom to another can be very challenging. The more significant key transitions such as from primary to secondary school can be completely overwhelming, especially for pupils with autism, without proper support and planning.

The key transition phases in any child's life are:

- Starting pre-school or playschool at 2.5 – 3 years
- Starting primary school at 4 years
- Moving from primary school to secondary school at 11 years
- Either leaving school at 16 years or moving to further education (College)
- Either leaving further education at 18/19 years or moving to higher education (University) or an adult service
- Leaving higher education
- Finding work

Transition into the next phase of education is a particularly traumatic time for young people, and is often associated with high levels of anxiety. Therefore pupils at the Southfield Trust are supported during micro and macro transitions by the use of visual support, visits to new environments and staff liaison.

There are thorough year 6 to year 7 and post 16 transition programmes which include taster lessons, individual transition booklets and school and college familiarisation activities.

Transition information, e.g. ILPs, is shared for students moving classes or changing schools and there are frequent opportunities for students to visit their new environment prior to their transfer.



Year 6 pupils in a science taster lesson at TLS

Annual reviews take place in term 1 for all yr 11 students to discuss post 16 options and suitable transition. Prospectuses are available for Parents/carers /students and transport information is also discussed.

Roles and responsibilities:

Early Years & all new SDS pupils:

EYFS Manager:	Home visits to all new pupils prior to starting school
	Taster sessions for prospective pupils
	Information session for taxi drivers including pen portraits and training on safety and behaviour
Head of School:	Individual school tours and discussion for prospective parents

West Site class to class:

Communication Manager:	Transition target on all ILPs
	Circulate Transition books, calendars & timeline
	Coordinate visits to new classes Terms 5 & 6

West Site to East site:

Communication Manager:	Transition target on all ILPs
SALT Team:	Make communication passports
	Make transition book containing photos of key staff and locations
SALT TAs:	Copy & distribute communication passports and transition books

East site to TLS:

SDS Outreach Manager:	Liaison with TLS KS3 Manager
TLS KS3 Manager:	Organisation of the transition programme
	Contacts transition teachers and parents/carers of the new pupils to set dates for the transition programme.

East Site to Hazel Court & other schools:

Outreach Manager: Sets up initial teacher visits in Term 3
 Sets up taster sessions at new schools for Terms 4, 5 & 6

TLS Key Stage 3 to Key Stage 4:

KS4 Manager: Delivers transition assembly on KS4 programme
 Delivers Introduction to Foundation Learning options
 Coordinates Work Experience Placements and transition visits

TLS to other Secondary Schools:

Key Stage Manager: Arranges pupil and parents visits to new school.
 Arranges teacher from recipient school to visit pupil
 Arranges for pupils to have at least one taster day at their new school supported by a TLS TA.

TLS to 16+ and early enrolment on College Courses:

SEN PA: Discusses options at Annual Reviews
 Key Stage 5 Manager: Arranges pupils visits to local FE providers
 Helps pupils complete College applications
 Learning Difficulty Assessment given to College
 Transition taster sessions arranged with College
 KS5 Manager /SEN PA: Organises additional support at College
 Key Stage 5 TA: Independent travel programme for those who need it.

Appendix 1: Year 6 to Year 7 Transition Programme

March

- Prospective parents are sent information about the transition process together with key dates.

April

- Y6 pupil levels and information including medical protocols is sent to TLS from SDS and other feeder schools.
- Transition coffee morning for new parents held at the Lindfield to include viewing of The Lindfield video from website and introduction to key staff, and informal chat.
- Coffee evening 6-7pm, same format as above.

May

- Afternoon visit to TLS 1:30pm until 2:30pm (South Downs to transport pupils across). New pupils from other schools also attending. Pupils will watch the Lindfield video showing pupil activities and have an introduction to the school, tour of the school and play 'spot the teacher'. Pupils will take photos of the Lindfield building and teachers back to their own schools.
- Pupils are invited for a second afternoon (at the end of careers week) to join in a Young Enterprise activity set up by TLS students.
- Later in May, Di Williams (Key Stage 3 Manager) will meet year 6's individually at the South Downs School. (DW will meet pupils joining from other schools at their AR's)
- Key Stage 3 Manager will meet with SDS class teachers to share their knowledge of the Y6 pupils.
- An invitation to join the Head of school on a learning walk will be sent to new parents.

May/June/July

- 3 days of taster sessions at The Lindfield 9:30 a.m. until 2:30 p.m. (South Downs and feeder schools to transport pupils across). The Key Stage 3 leader will inform pupils from feeder schools to attend by mail and/or phone.

Taster sessions will include:

- pupil likes and dislikes
- views and concerns about starting a new school.
- the structure of a school day,
- a chance to meet and mix with TLS buddies
- making a booklet of photos of the new class, tutor and key staff
- the Boat project - design and make a small boat to sail in September.

July

- Coffee morning for prospective parents.
- Parents evening combined with open evening for prospective parents.
- Afternoon visit for transition pupils to watch TLS summer production dress rehearsal

September:

- **First day at TLS:** Year 7 assembly. *PowerPoint looking back at transition days at TLS. Guide on what to do if pupils need help or are unsure. Reminder of key staff and who the buddies are.* Our new Y7 pupils will join a class which is mixed with year 8's who will also help them if/when they are unsure or anxious.
- Sail the boat (made in July) at Hampden Park Lake with Ben Gubb & SDS designated teacher