



Children and
young people

Getting the best from your child's

Positive Transition Review



What is a Positive Transition Review?

The school will have reviewed your child's progress each year, but the Year 9 review is special as it begins to look at your child's dreams and ideas for the future as a valuable and respected adult member of the community.

The Year 9 review is called a Positive Transition Review.

Leaving school may seem a long way off, but this review gives your child the chance to think about, and say, what they want now and in the future. Starting now gives an opportunity for you and your child to work together with the school and other professionals to plan for adult life.



What happens before the meeting?

A lot of work goes on before the meeting to make sure that everyone who will be there knows about your child and can help to make the right decisions for your child's future.

The school will give your child a booklet explaining about the review.

You will receive a letter inviting you to the meeting. This will tell you when and where the meeting will be, it's usually held at your child's school.

The school will also write to all the other people involved with your child's care and education to invite them to come to the meeting. These letters will ask for written reports to be sent to the school, so that these can be copied and sent out to everyone at least two weeks before the meeting.

It is important that you read all the reports, with your child, before the meeting. You can then decide what each of you wants to talk about at the meeting.



The letter will also tell you the name of the person who is organising the meeting, and give you their telephone number so that you can call them if you need to.

This person is called the **facilitator** of the meeting.

You will also be contacted by the Special Educational Needs Team, or the Statement Support and Review Service. A member of one of these teams will arrange to meet with you and your child before the meeting to discuss your child's education and what they want for their future. They will also meet with your child's teachers, Careers/Connexions Service and any other people involved with your child's care and education, before the meeting.

This person will attend the meeting to put forward the views they have gathered.



What happens at the Positive Transition Review meeting?

The facilitator will manage the meeting, and will support both you and your child.

The meeting will have a person centred approach.

It will be quite informal, but there are some basic rules to follow to make sure everyone can have their say.

- **All contributions are valuable**
- **There is no such thing as a silly question**
- **Use plain English – no jargon**
- **Listen - without interrupting**
- **Smelling mistakes r OK**
- **5 minute rule**
- **Confidentiality**
- **Mobile phones must be turned off**

The facilitator will ask everyone at the meeting to introduce themselves, so that you will know who they are and how they can help you and your child.



Then there will be time for people to talk to each other and to write down their thoughts, ideas and comments on large pieces of paper laid out around the room.

Each flip chart will already have a heading:

- **Achievements and successes so far**
- **What's important now**
- **What's important for the future**
- **Support and help needed**
- **What's working**
- **What's not working**
- **Questions to answer/issues to resolve**

The thoughts, comments and ideas on the flip charts will then be discussed by everyone. A decision may be made that people need to discuss specific issues in smaller groups at a later date. This date will be set at the meeting

A Transition Action Plan for your child, bringing together the main themes and ideas, will then be drawn up.



What happens after the meeting?

The information on the paper sheets will be made into a report and sent to you and your child, and to everyone who attended the meeting. This report will also contain your child's Transition Action Plan.



Meeting preparation grid

You can use the grid below to write your comments so that you remember them for the meeting,

Achievements and **successes** so far

What's important now

What's important for the **future**

Support and help needed

What's working

What's not working

Questions to answer / **issues** to resolve

What is a Transition Action Plan?

Your child's Transition Action Plan is very individual to your child. It will give a written record of planned actions over a period of time. It will show a structure and positive steps to work to.

It will say

- **what** needs to be done
- **who** is responsible for each particular action and how you can contact them if you need to
- **when** it needs to be done.

The Transition Action Plan will show the commitment of everyone involved in your child's education, show that there is control over the learning process and make it clear where this process is going. It will be clear about who does what with clear deadlines

Is this Action Plan final?

In about a year this Action Plan will be reviewed to see if the plan has been successful so far. If necessary the Plan can then be changed to make it more appropriate for the next year.

Example of Transition Action Plan

What needs to be done	Who will do it	When it will be done
<i>To identify/pursue access arrangements for exams</i>	<i>SENCo Contact Tel:</i>	<i>During Spring Term</i>
<i>Help when looking at which subjects to take next year</i>	<i>Careers/Connexions PA and Keyworker Contact Tel:</i>	<i>During Spring Term before options evening</i>
<i>Identify a Learning Mentor to help organising work</i>	<i>SENCo Contact Tel:</i>	<i>Spring Term</i>
<i>Make sure you are able to tell the time and use this in everyday situations</i>	<i>SENCo and Maths teacher Contact Tel:</i>	<i>Start immediately</i>

Your child's plan will be very individual to them and so will have many different points from the example above.

What other parents/carers have said about Positive Transition Reviews

- *A Positive Transition Review recognises who my son is, what his gifts and aspirations are and what he can bring to the local community.*
- *I felt people listened to me and that my views were valued. The relaxed atmosphere made me feel more able to participate.*
- *Now that I have done a Plan I know what my daughter wants out of her life. I will be different now in reviews because I will insist that they listen to what is important to her.*
- *For me a Positive Transition Review helped me to see the person behind the labels. I thought I knew my son, but now I am learning more about him and the real person.*
- *I know my daughter best. I am the expert in her life. The Positive Transition Review reminded me that what I was thinking was right.*
- *It was a joy to hear people talking about the young person they know and not a list of problems and needs.*
- *The meeting was much less intimidating. I felt to be an equal participant in the procedure.*



Children and Young People's Services



www.calderdale.gov.uk

Children and Young People's Services
Statement Support and Review Service
Heath Training Centre
Free School Lane
Halifax HX1 2PT
Tel: 01422 394128

If you would like this information in
another format or language,
please contact: 01422 394128

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তাহলে দয়া করে যোগাযোগ করুন :
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