

Post - 16 Transition team:

- Head of KS4 / SENCo - Ms Katy Hunter
- KS5 Transition Mentor - Ms Lisa Fusella
- Careers Lead - Mr Leslie Gadogbe

KS4 Form tutors (2022-3)

- 11 Westminster - Ms Sara Hassan
- 11 Chelsea - Mr Iqbal Butt

	What?	When?	Who?
Year 10	Full SaLT Assessment	Throughout Year 10	SaLT
	Post-16 Information Evening for Year 10 parents	Term 1 Year 10	KS4 Lead / SENCo Form Tutors
	Careers Guidance Interview	Term 4 Year 10	Independent Careers Advisor
	KS5 Phase Transfer Review for home borough students (WCC, RBKC)	Term 5 Year 10	KS4 Lead / SENCo
	College visits (all students supported to visit at least 3 potential settings)	Throughout Year 10 and Year 11	KS4 Lead / SENCo KS5 Transition Mentor
	Supported Internship Fayre	Term 4 of Year 10 and Year 11	KS4 Lead / SENCo KS5 Transition Mentor
	Creative Mentoring Scheme (Careers in the Arts)	Throughout Year 10 and 11	City Lions
	Post-16 Information Evening for Year 11 parents	Term 1 Year 11	KS4 Lead / SENCo Form Tutors
	KS5 Phase Transfer Review for out-of-borough students	Term 1 Year 11	KS4 Lead / SENCo
	Transition Preparation for students	Weekly lessons throughout Year 11	KS5 Transition Mentor

Year 11	Post-16 applications	Autumn Term Year 11	KS4 Lead / SENCo KS5 Transition Mentor
	Boost Resilience Mentoring	Throughout Year 11	Boost Plus
	CV Writing and Interview Skills	Spring and Summer Terms Year 11	PSHE SaLT
	Post-16 Setting named on EHCP	March of Year 11	Local Authority
	'Managing Exam Stress' Workshop	Spring Term Year 11	Mind
	One-Page Profile created with student (to be shared with Post-16 Setting)	Summer Term Year 11	SaLT
	Work Experience week	June Year 11 (19-23 June 2023)	Careers Lead
	Post-16 Taster Days	Summer Term Year 11	KS4 Lead / SENCo
	Travel Training	Summer Term Year 11 (or earlier if requested)	KS5 Transition Mentor
	Work Experience	June of year 11	Careers Lead
	Last Day and Celebration Assembly for Year 11	June of year 11 (29 June 2023)	KS4 Lead / SENCo
Summer Results Day	August (24 August 2023)	KS4 Lead / SENCo Examinations Officer	
	Transition Handover Meetings	Summer Term Year 11 / Autumn Term Year 12	KS4 Lead / SENCo

Year 12	Post-16 Transition Visits	Autumn Term Year 12	KS5 Transition Mentor
	Former students invited in to collect results certificates	December of Year 12	KS4 Lead / SENCo Examinations Officer
	Phonecall / Email check ins	Throughout Year 12	KS5 Transition Mentor
	<i>Additional support available as and when required</i>		

Additional tailored support

- Individual college visits (Supported by SaLT, Wellbeing Team etc)
- 1 day a week College Link Program
- 1 day a week Work Experience/Volunteering opportunities
- Adapted timetable and bespoke program of offsite activities (wellbeing/life skills/behaviour support)