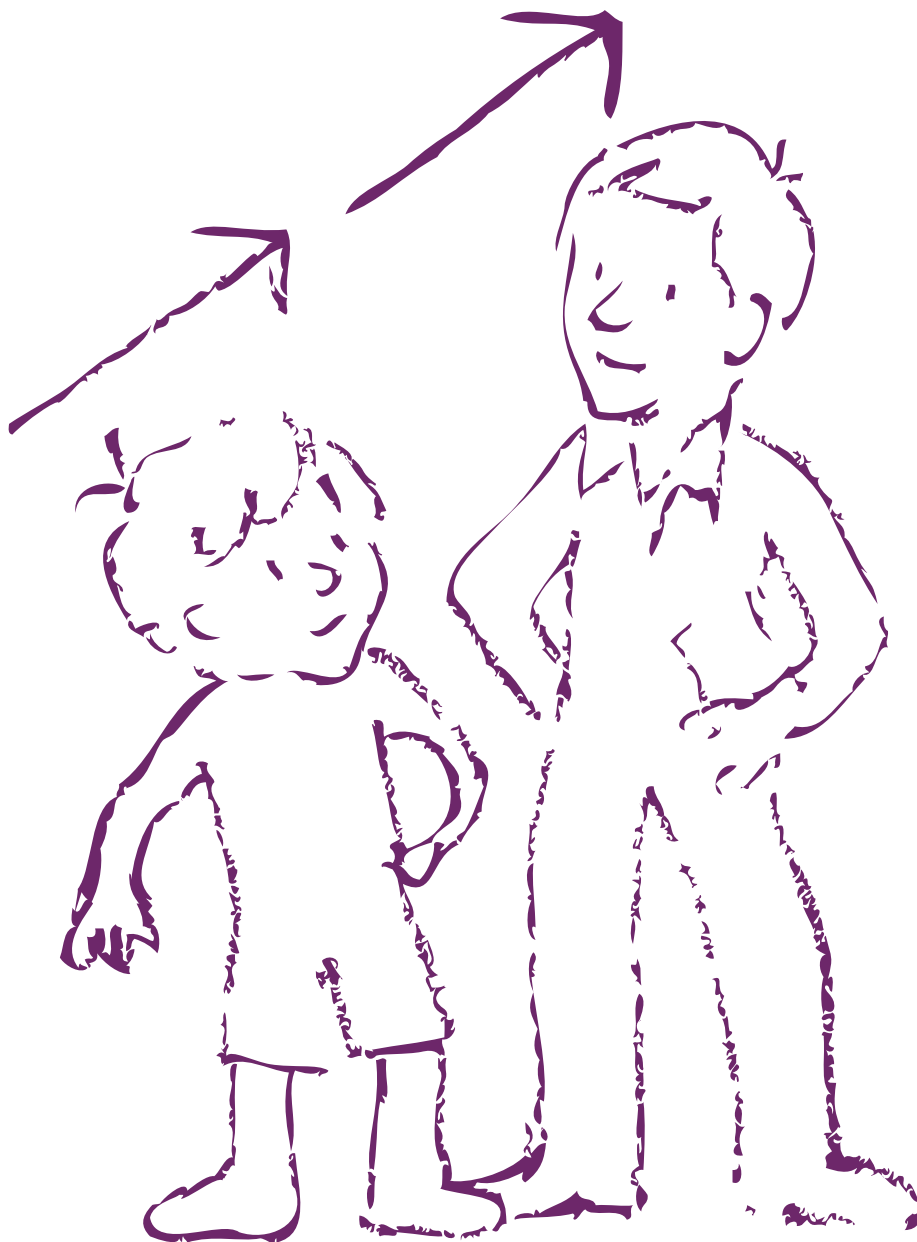




**BEDFORD**  
BOROUGH COUNCIL

# Transition Information Folder



## Introduction

This Information Folder was commissioned as part of the Aiming High for Disabled Children Programme and has been developed as a joint project by Bedford Borough Council Children's Services and Adult and Community Services.

With effective planning and preparation Transition can be the start of something very exciting. It is a time when everyone needs to work together to make sure aspirations and dreams can be achieved.

This folder is the start of your transition and we hope that it will help you to keep all of the information you gather on the way.

You should try and gather as much information as possible on the choices available to you. Try and keep it in this folder. The information you might like to collect could include:

- The Bedford Borough Council Transition Protocol
- Your Transition Plans
- Photo's/pictures of what you can do or what you would like to do now and in the future
- Adult and Community Services Leaflets
- Further Education Brochures
- Housing Options / Choices
- Employment / Training Ideas
- Money Advice
- Leisure Services Leaflets
- Health Plans
- Transport Leaflets
- Advocacy Services

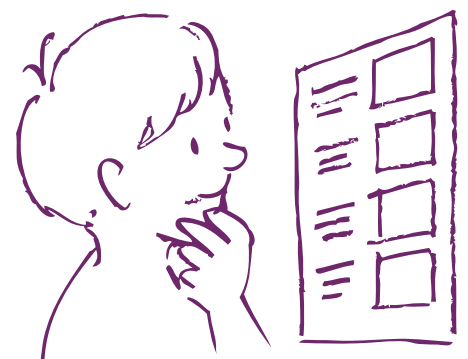
If you lose or misplace this folder please ask your Lead Professional or Key Worker or SEN Officer for a replacement or visit:

 [www.bedfordboroughpartnership.org.uk/transition](http://www.bedfordboroughpartnership.org.uk/transition)

You will be able to print the pages for yourself. This site also contains other information which may help you.

We would like to thank the following in their contributions to this folder:

- The Bedford Borough Council Transitions Steering Group;
- Mr. Roly Peacock for providing the illustrations;
- The pupils at St. John's School for helping to select the illustrations (Ann Marie, Helen, Joe, Kyle, Naomi, Rebecca, Rhys, Scott and Saffron);
- The pupils at Mark Rutherford Upper School, Biddenham Upper School and Ridgeway School for helping develop the sections.



## What is Transition?

Transition means “change”.

It is what happens when you start thinking about what you want to do when you leave school and what support you may need.

It is a time to look at what you want in life, and plan the services you may need to support you.

## What happens during your Transition?

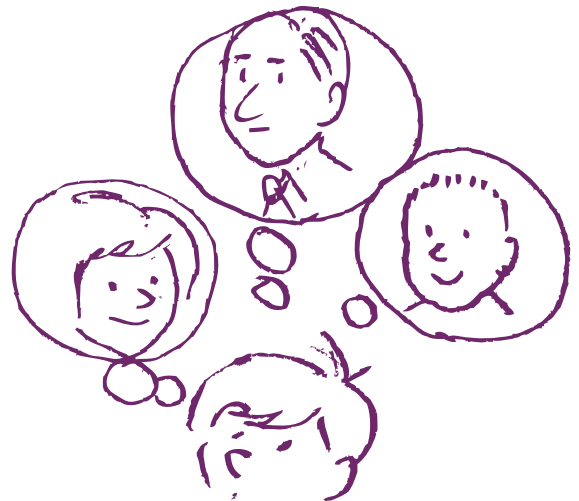
Transition usually starts when you are in Year 9. In Bedford Borough you will be asked to identify your preference to have either a Lead Professional or Key Worker or SEN Officer. This person is responsible for helping you to make plans for the future.

**My Lead Professional or Key Worker or SEN Officer is:**

.....

You will have your first Transition Review at school, as part of your Annual Review. Your Transition Plan will be written. The information gathered on your Transition Plan will help us to plan what you may need in your adult life.

Each year your Transition Plan will be reviewed. Your Lead Professional or Key Worker or SEN Officer will be responsible for helping your Transition Plan come to life and they will support you and your family to make sure that what has been agreed happens!



You will discuss opportunities available to you including further education and employment, housing, health and well being, friendships and accessing the community.

What you want to do is very important.

You will be asked to agree who can see the information in your Transition Plan.

You will be given a copy of the plans that have been written and you should keep them in your Transition Information Folder so that they can be shared with other people.

## What to ask yourself before your review:

Your views on what you want to do when you are an adult are very important.

- What am I good at?
- What don't I like?
- What help do I need now and in the future?
- What would I like to achieve to help me become independent?
- What would I like to do when I leave school?

Other people who are involved in your transition will also answer these same types of questions about you. This will help us to create an action plan of things to do during the year.

## What is a Transition Plan?

At your annual reviews at school from Year 9 you will help create a **Transition Plan**.

The Transition Plan will be all about what you would like to do now and in the future, how this will be achieved and who will help you.

Every year your Transition Plan will be reviewed.

## Bedford Borough Protocol and Pathway

Bedford Borough Council has a Transition Protocol, which is reviewed every year.

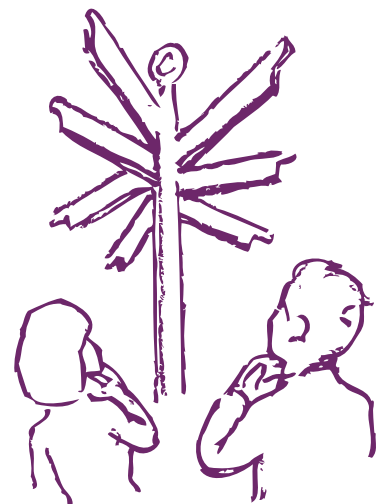
The Protocol identifies what will happen, when it will happen and who is responsible.

For a copy of the Protocol and Pathway please ask your Lead Professional or Key Worker or SEN Officer or:

✉ Assessment and Monitoring  
Children's Services, Schools and Families  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP

☎ Telephone: 01234 228375

@ Email: [statass@bedford.gov.uk](mailto:statass@bedford.gov.uk)



## Adult and Community Services

Adult and Community Services provide assessment and support for adults with physical or sensory needs, mental health needs, learning disability or substance misuse issues that restrict their ability to live independent lives.

Adult and Community Services will assess people's needs and advise them on how to maintain their independence. A lot of people will only need advice and guidance or short term support from Adult and Community Services.



For those with the highest needs, they will provide or obtain support for activities of daily living including personal care, support to obtain somewhere to live and to look after the home and support with daytime activities including work, voluntary activities or day opportunities and respite care.

Most people using Adult and Community Services will be offered a Personal Budget to buy their own care and support. This is an amount of money to spend on agreed support needs to help you live an independent and fulfilling life.

Some people use their Personal Budgets for a Personal Assistant, others receive support at home from care providers or attend day services.

There are lots of different ways you can use your Personal Budget to meet your assessed support needs and it's all personal – you decide, with the help of advocates and family how you would like to be supported as an adult.

## Comments, Complaints and Compliments

Bedford Borough Council needs to hear from you on how your Transition process is going. This will help us to know if the service is working well and what changes need to happen.

We would welcome your comments at any stage of this process but would ask that you complete a feedback form at your last planned transition review and pass it to your Lead Professional or Key Worker or SEN Officer.

If you need to make a formal complaint the Transition Protocol details the process, which should be followed.

Please note general comments/feedback will be reported to the Transition Steering Group.



**Please use this wallet to store your Transition Plans  
and any other useful information you may gather.**

## Finding out more

If you would like further copies or information about us and our services, please telephone or write to us at our address below.

Për Informacion

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Per Informazione

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## General Enquiries



**01234 228375**



Assessment and Monitoring  
Children's Services, Schools and Families  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP



Email: [statass@bedford.gov.uk](mailto:statass@bedford.gov.uk)

*Supported by:*

