

Children's Integrated Speech and Language Therapy Service for Hackney and the City

Young person's name:

Year: Year 11

Intervention package title: Transition skills

Term: Summer 2020

Targets:

1. To develop an awareness of the differences and similarities between secondary school and college/6th form/ apprenticeship/ work
2. To develop confidence in making new friends
3. To develop independent organisational and time management skills
5. To develop skills required to work as part of a team
6. To develop independent problem-solving and self-help skills

Getting ready to transfer from Secondary School to Further Education (College, 6th form, Apprenticeship, Work)

Name: _____

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All about me!

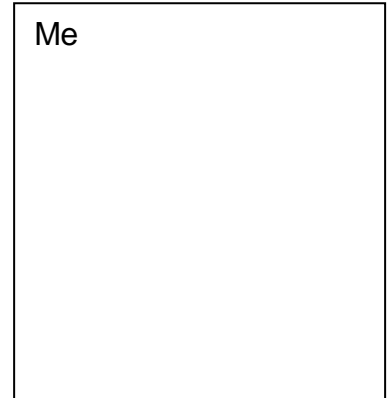


Name:

What I'm interested in:

-
-
-
-

Me



What I'm good at:

-
-
-
-
-



What I find difficult:

-
-
-
-
-



What helps me with things I find difficult:

-
-
-

My New College



Find a picture or photo of your new college and stick it here.

When you know which college/workplace you are going to go to in September, it is a good idea to find out as much information as you can before you start. Find out and fill in the details below:

The name of my new college/6th form/apprenticeship/workplace is _____

The address is _____

The telephone number is _____

The e-mail address is _____

The website address is _____

The name of the head teacher/manager is _____

Similarities and differences between school and College/6th Form

There are lots of things that might be *different* at College/6th Form and there are lots of things that will be the *same*. Write a list of things that will be the same (similarities) and things that might change (differences).

Or you can cut out and stick the ideas on the next page in the correct list.

Similarities	Differences

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Subjects	Teachers
Friends	The building
My journey	Wearing a uniform
Having homework	Doing coursework
Doing exams	Lunch time
Size of the building	Being in a form group/tutor group
Which transport I use	Break time
Teachers can help me with my work	Start time
Finish time	Teachers expect me to be on time
Following rules	

Going to College/6th Form

How do you feel?

Use **two different coloured** highlighters/pencils.

1. Highlight the things that you are looking forward to in one colour.
2. Highlight the things you are worried about in a different colour.
3. Can you think of any more things to add to your list?



Making new friends	Learning a new timetable
Learning a new route/journey	Getting dressed / choosing what to wear
Having a different uniform	Being on time
Finding my way around the building	Break times
Organising my time	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	Following new rules
Homework	Meeting my new tutor
Meeting my new teachers	Being able to do the work

Strategies I can use to manage how I feel...

These are some strategies that you can use to help manage how you feel.

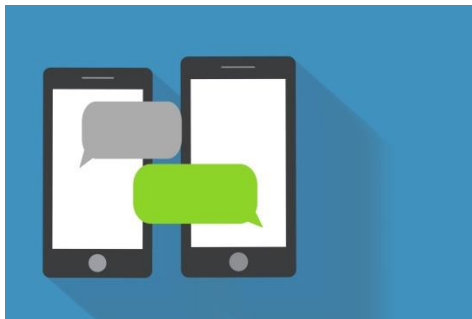
If you can think of any other helpful strategies, write them in the empty boxes below.



Talk to an adult



Write a list of things I can do before I start college to help me feel ready



Talk to my friends about how they are feeling and what they are doing to prepare



Use this transition pack to help me feel prepared

Empty box for writing a strategy.

Empty box for writing a strategy.

Question sheet

Use this questions sheet to help you prepare for College/6th Form/Apprenticeship/Work. You might have to look online or call the college to find out some of the information, or you might find out some things when you start at the College.

Name of College: _____

Questions about how the college works	Best way to find out	Answer
What time does college start/ finish?		
What times are break-times and lunch time?		
What sort of food is sold? How much do things cost?		
Where do students go at lunch time?		
How much homework do you get?		
What happens if homework isn't done?		
Where can I do my homework in my free time?		
Who's the best person to talk to if I am having problems?		
How am I rewarded for my work?		
Questions about Uniform and equipment	Best way to find out	Answer
What do people wear to college/work?		
Do I need my own pens and pencils?		

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What kind of bag will I take my College equipment in?		
Is there any other equipment that I need?		
Questions about Who's Who	Best way to find out	Answer
Name of your form tutor		
Name of your Head of Year		
Name of the Head Teacher		
Name of the Deputy Head		
Who else do you need to know? What do they do and when will you see them?		
Questions about the timetable and learning	Best way to find out	Answer
How does the timetable work?		
What subjects will I be able to study?		
What facilities does the College have (e.g. sports equipment, science laboratories)?		
What happens if I find the work hard?		
Is there support in lessons?		
Does it offer any clubs I could join?		

Getting to college/work

How are you going to travel to college/6th form? (Circle your answer)

Walk



Bike



Car



Bus



Train



How long will it take?

If you are catching the bus or train, what time does it leave?

How long does your journey usually take?

What time will you need to leave home?

What time will you need to wake up to be ready to leave at that time?

What if your bus or train is cancelled or late? How else can you get to College?

Don't forget to plan your journey home too!

Now find a map that shows both where you live and your college/6th form. Photocopy or print out the map and draw on your route to college or your route to the bus stop.

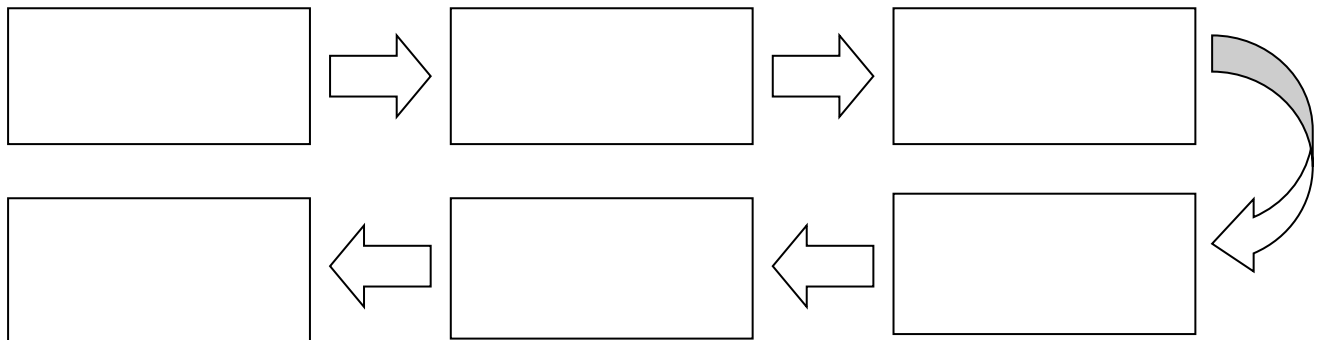
Finding your way around

It can be difficult to find your way around a new building. Before you visit your college/6th Form, get a map of the building. You can call your college/6th Form and ask them to send you a map or check on the college website. Mark on rooms in different colours. Mark on rooms in different colours.

You may want to mark on:

- Your form room
- The library
- Different subject rooms e.g. English room, Science labs, Art room, Computer suite
- The canteen
- The toilets
- The main office
- Student's entrance

Plan a route for your visit that will take you to some of the places marked on the map using the diagram below.



Draw your route on the map. Try and follow this route when you visit your College/6th form.

Organisation at college

At College, you may find you are more responsible for planning your own time. It is a good idea to think about how you will manage your time as your new timetable will have free periods.

If possible, when you contact or visit your College, ask for an example of a timetable (or use the one on the next page)

Practice reading the timetable. Ask yourself different questions for example:

- What lessons take place on a Monday at 10am?
- Who is the teacher for the lesson '*Introduction to Hair and Beauty*'?
- Where does the lesson '*Functional Skills English*' take place?
- What equipment will I need to take on Friday?
- How many maths lessons are there each week?
- What time are lunchtimes and break-times? Are they the same each day?

Think about 'Free Periods'. How can you balance you time between socialising and College work? Fill in the table below with different options

Where could I go?	What could I do?
e.g. Library	e.g. English coursework

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15/16 - Learner grid timetable

* Please be aware that un-roomed events will not be shown on this timetable *

Times	09:30	10:00	10:30	11:30	12:30	13:30	14:30	15:30
Weekday								
Monday	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	Award in Functional Skills Maths Level E Grp:PR2 Rm:A323 Tcher:Vikas Kale	Functional Skills English LE Grp:PR2 Rm:A341 Tcher:Gordon Mestrum	Progress Review Grp:1 Rm:A341 Tcher:Gordon Mestrum	Lunch	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	F.L Award in Intro to Hair & Beauty Grp:1 Rm:B051 Tcher:Gilly Church	Personal & Social Development Grp:1 Rm:A335 Tcher:Ben Cope
Tuesday	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	Study	Personal & Social Development Grp:1 Rm:A335 Tcher:Ben Cope	Lunch	Functional Skills English LE Grp:PR2 Rm:A341 Tcher:Gordon Mestrum	F.L Award in Intro to Hair & Beauty Grp:1 Rm:B033B Tcher:Gilly Church	F.L Award in Intro to Hair & Beauty Grp:1 Rm:B033B Tcher:Gilly Church	FL Award in Intro to Hair & Beauty Grp:1 Rm:B033B Tcher:Gilly Church
Thursday	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	Functional Skills English LE Grp:PR2 Rm:A341 Tcher:Gordon Mestrum	Study	Lunch	Award in Functional Skills Maths Level E Grp:PR2 Rm:A335 Tcher:Vikas Kale	Study	Study	Study
Friday	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	Personal & Social Development Grp:1 Rm:A340 Tcher:Ben Cope	Personal & Social Development Grp:1 Rm:A341 Tcher:Gordon Mestrum	F.L Award in Intro to Hair & Beauty Grp:1 Rm:B050 Tcher:Gilly Church	Lunch	Award in Functional Skills Maths Level E Grp:PR2 Rm:A334 Tcher:Vikas Kale	Study	Study

Tutor: Gordon Mestrum

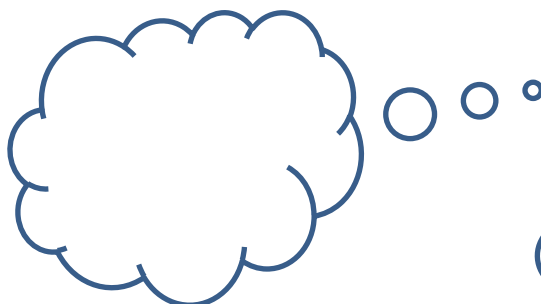
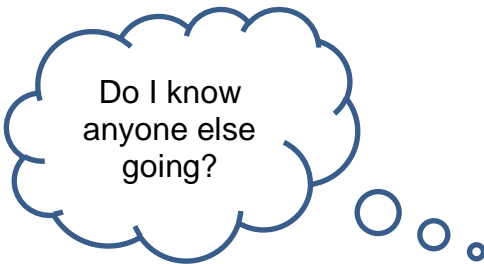
Clubs and free time

As well as 'free periods' during the College day, there will be lots of other opportunities to socialise and spend time with new and old friends once you start College.

Look on your College website and on <https://www.younghackney.org/whats-on/> to see which clubs and activities are available. Consider which clubs you might want to attend and fill in the table below. Remember: It might not be possible to do everything you want to at once!

Name of Club	Day	Time	How do I book? (Include website/ phone number)

Is there anything else you need to think about?



Planning your workload and your free time

Task:

Use the blank diary pages on the next page to practice planning your time. You must include all of the following and also complete all of your College work.

- Essay deadline for Thursday
- Basketball Club on Thursday evening
- A friend has asked you to hang out one night this week
- Your favourite TV programme is on Wednesday night
- You have a doctor's appointment at 6.15 on Monday evening
- Your Science homework is due in on Tuesday
- You have an exam the following Tuesday morning

Don't forget to think about:

How much time you will need to complete each activity

Prioritising tasks (which ones are most important?)

Completing things in advance in case they take longer than expected

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Saturday	Sunday	Notes		
Monday	Tuesday	Wednesday	Thursday	Friday

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Saturday	Sunday	Notes		
Monday	Tuesday	Wednesday	Thursday	Friday

Organisation at home

Morning routine

Before leaving for College there are a lot of things to think about, starting from the night before.

Things to think about in the morning. Put them in the right order in the table below

- Get dressed
- Check you have the correct equipment in your bag
- Check your timetable
- Wash
- Check you have got your homework
- Clean your teeth
- Say "Goodbye"
- Check you have the correct money
- Wake up
- Eat your breakfast
- Leave for College

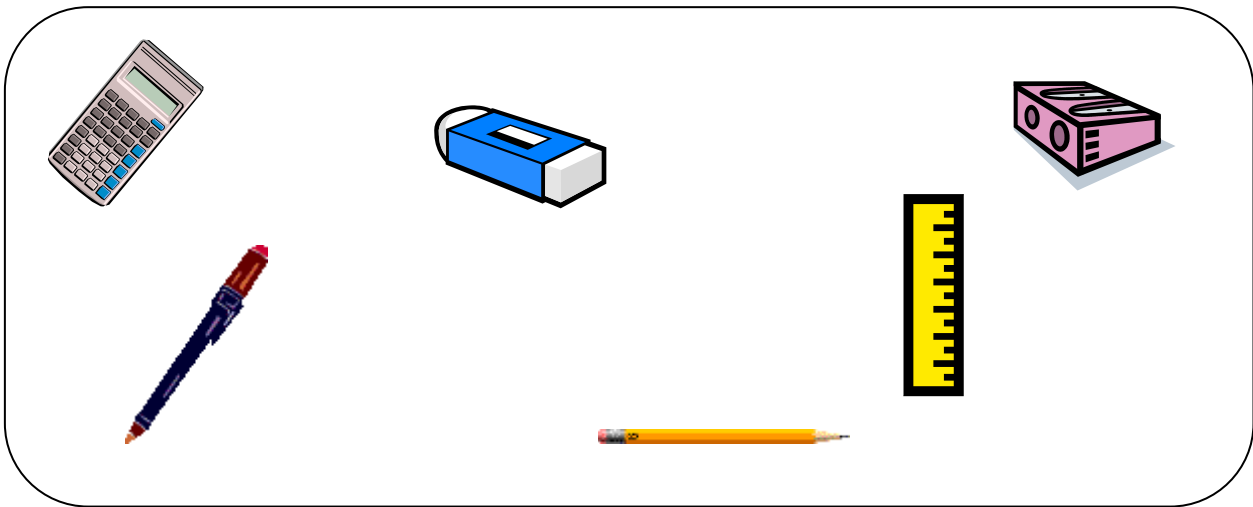
Plan your morning routine with approximate times.

Time	What to do

College equipment

Things I need to bring every day

Every day you will need your writing equipment. Circle the equipment you need in your pencil case. Draw in anything else you need.



Some days you will need extra equipment. This will depend on the lessons you have that day. Look at your timetable and work out the additional equipment you need each day.

Day	Things I will need to bring
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Asking for help

Sometimes at college things may be difficult or may go wrong. These things could be small:

- not knowing what the homework is
- not being able to find your way around
- you don't understand the teacher.

Or could be bigger:

- getting into trouble
- finding the work hard.

There are many people who could help you, but they won't know that you need help unless you tell them.

Friends Ask friends or other students if you don't know where to go. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the cafeteria.

Teachers Ask your teachers if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.





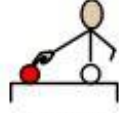



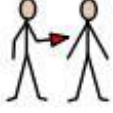












People at home People at home will be able to help you plan and organise your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in College and ask them to help you.

Try and work out **who** you would ask for help in these situations:

- You don't know where your next lesson is.
- You cannot read your homework notes.
- You have got into trouble for forgetting your course book several times.
- In the lesson you did not understand what the teacher wanted you to do.
- You have not got a pencil which is needed to complete your work.

Practise asking for help or clarification with the support of the below visuals

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 I	 I don't understand.			
 What	 does	 that	 word	 mean?
 Can	 you	 please	 say that again?	
 Can	 you	 please	 say that again	 louder.
 Can	 you	 please	 say that again	 slowly.

This resource has been made using Widgit Software, InPrint 3.



College Staff

There are many members of staff in a college, not all of them will teach you, but may be important to you in a different way. As well as being a teacher they may have another job in College. The different names for these jobs are helpful to learn.

Written below are some of the jobs that adults in your college may have.

Try and find out if there are adults in your College who do this job, what they do and when you may see them.

The name of your form tutor _____

What do they do? _____

When may you see them? _____

The name of the head of department _____

What do they do? _____

When may you see them? _____

Is there anyone else who might help you?

What is their name? _____

What do they do? _____

When may you see them? _____

Making and keeping friends

Getting to know you

My favourite place is.....

My favourite food is.....

My interests are.....

I don't like.....

I like to listen to

My favourite band/music is.....

My favourite sport is.....

My favourite programme is.....

My favourite colour is.....

I like to wear

I would most like to be.....

I am looking forward to

I am most relaxed when.....

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I worry about.....

I am happiest when.....

I get angry when.....

Making new friends

At college there are likely to be students from other schools. There will be opportunities to make new friends. It can be difficult to get to know someone new.

It may help to act out meeting new people and use some of these suggestions.

- Smile when you say **“Hello”**.
- Start the conversation by asking a question about what they are doing **“What are you doing?”** or **“What are you reading?”**

or about something you have in common
“So how do you like this lesson?”

- Introduce yourself
“By the way my name is _____, what’s yours?”
- Think about good topics of conversation and questions you can ask about them.

Ideas of topics are:

School: **Which school did you go to?**
What are you studying at college?
Who is your teacher?

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Home: **Where do you live?**
How do you get to College?

Interests: **What do you like doing?**
What's your favourite TV programme?
Do you like any sports?
What's your favourite music?

Family: **Have you got any brothers and sisters?**

Top Tips:

- If they answer your question respond to some of the information they have told you. If you can, ask another question about it.

**“That's my favourite lesson too. I enjoyed working on the computers.
What did you like doing?”**

- Do not ask about sensitive topics. These are topics that could make the other person upset.
- Don't ask about something that makes the person look or sound different.

Joining-in

Joining in conversation or a group activity can be scary. However, it is one way to make new friends. Try these strategies for joining in.



Watch and listen. Observe what the group is doing. Listen to what the people are saying. Don't interrupt.



Make a friendly comment or gesture. Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".



Find something you have in common with the group. Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.



Ask to join the group. Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"



Accept 'no' for an answer. Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.



Joining-in Situations

Here are some situations you might want to join in with. Try and plan what you may say or do. You could try acting these situations out.

1. You see three of your classmates playing football after College. You know one of them pretty well. You don't know the other two. You're quite good at being in goal.

What could you do? _____

What could you say? _____

2. You hear two classmates talking about the latest Playstation game. You were playing on it last night.

What could you do? _____

What could you say? _____

3. Two classmates you know are gathered around a phone. A third classmate is calling a local radio station to try to win a contest. You think you may know the answer.

What could you do? _____

What could you say? _____

4. Four classmates are looking at a text message they have received from a friend. They are laughing. You're sitting at the same lunch table. You like sending text messages.

What could you do? _____

What could you say? _____

5. Two classmates are asking the teacher for permission to work on an art project during lunch hour. Art is your best subject and your project is already on display.

What could you do? _____

What could you say? _____

Being around friends

Sometimes you have to think carefully about how you act with different people and who you can share information with.

Getting it right

It is important to behave differently with different people.

Using the concentric circles sheet on the next page, work out **who** you would act in these ways with. You may choose more than one group of people.



1. Who would you hug? _____
2. Who would you use swear words with? _____
3. Who could you tell what to do? _____
4. Who can you argue with? _____
5. Who can you share your sweets with? _____

Make up your own: _____

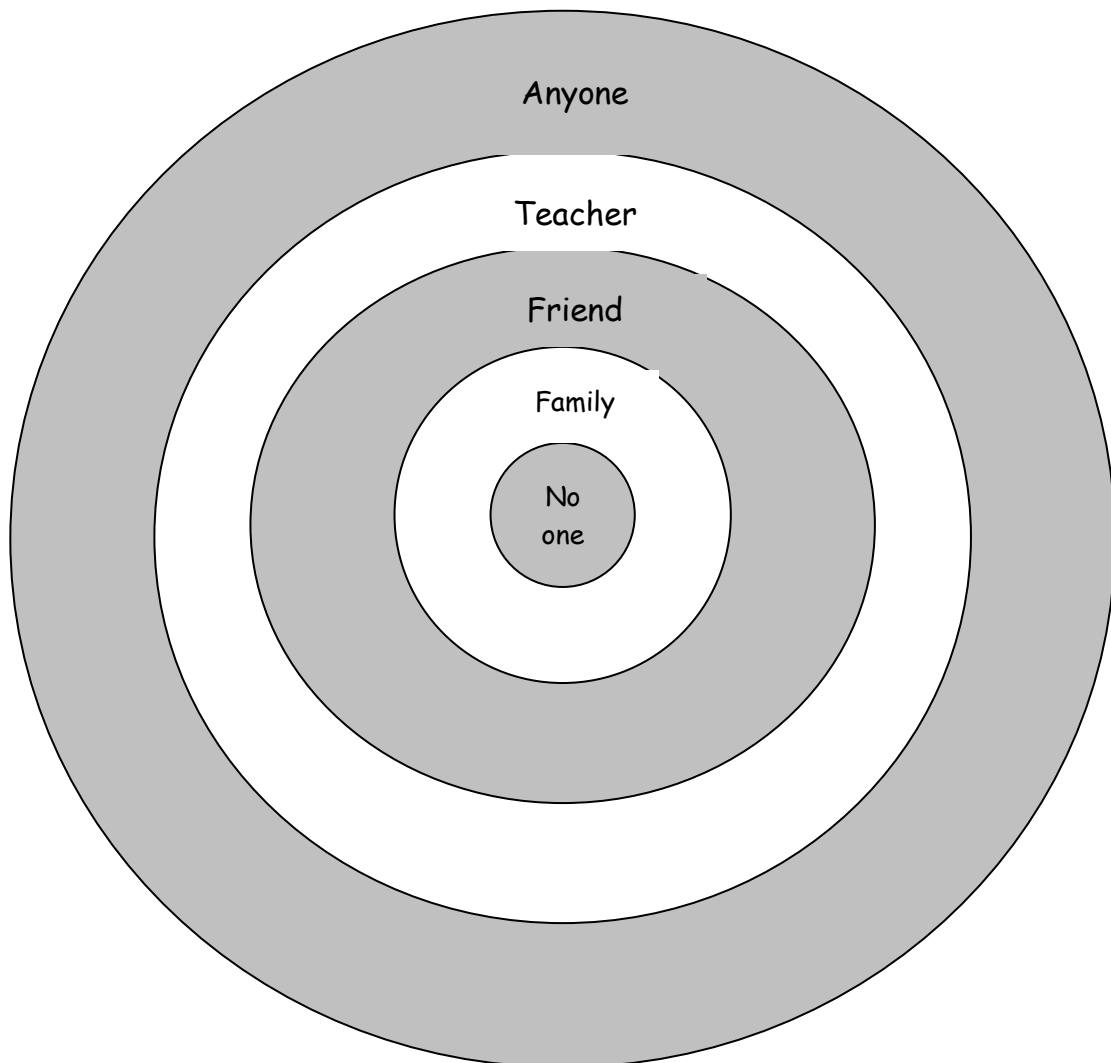
Sharing information about yourself

It is important to talk to people to share an event or achievement, or to tell them about a problem. Sometimes you have to be careful who you talk to. Some people may tease you if you are not good friends or they may share the information with others.

Who would you tell these things to? Use the concentric circles to decide who you would share the information with.

1. You still cuddle your teddy at night. _____
2. You fancy the girl or boy next door. _____
3. You have won a competition. _____
4. You have not done your homework. _____

Concentric Circles



Sharing information about others

Sometimes friends will tell you information. It can be OK to tell other people some bits of information. Other information you should tell no one, as these are considered to be secrets.

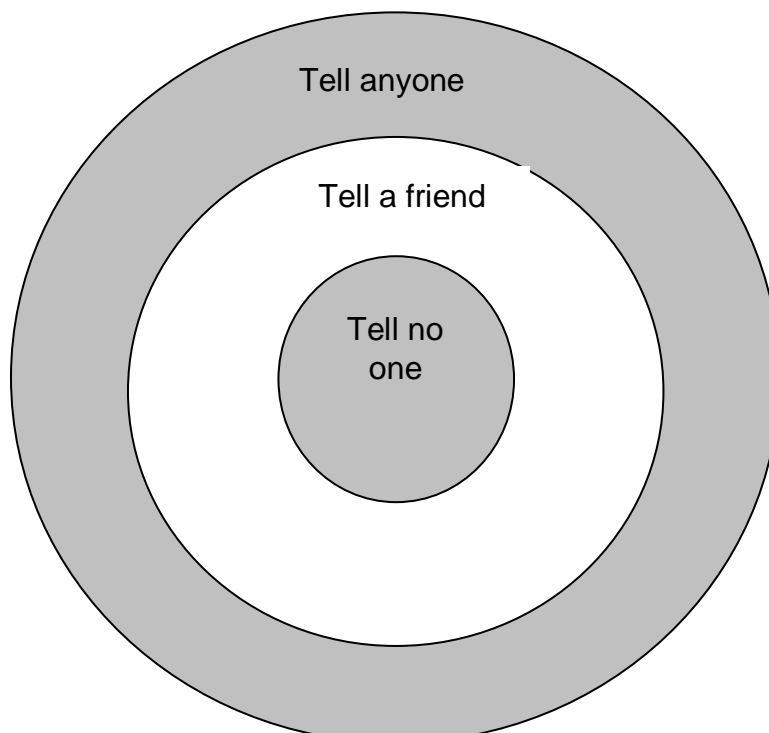
It can be tempting to share secrets, but think:

- How will my friend feel if I share this secret?
- How will this affect our friendship?
- How would I feel if my friend shared a secret like this about me?

Who could you tell these things to?

1. Your friend says that they like Sam. _____
2. Your friend says their Dad is in jail. _____
3. Your friend says they are going to watch a film tonight. _____
4. Your friend says they hate eating in the cafeteria. _____
5. Your friend says he smokes. _____

Make up your own: _____



Problem-Solving Skills

There are many different problems that come up when you are in a new setting.

Read the possible college scenarios below and discuss:

- What is the problem?
- How might you feel?
- What could you do (to solve the problem)?
- What should you not do?
- With a partner, role play the situation and one of the appropriate solutions.

Moving around college

It is your first day at college and you don't know where to go for your lesson.

You don't understand the coursework you have been set.

It's lunch time but you're not sure where the canteen is.

You have a lesson after lunch but you are not sure what time it starts.

You don't know anyone in your new class. A group of them are waiting outside the classroom before the lesson starts.

You are walking around the campus but have become lost.

You know the room number you are meant to go to for your lesson but you're not sure where it is.

You have a headache and you don't feel well.

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Friendships

You lend a friend your library book and they say they have lost it.

You're having a conversation with a guy in your lesson. He has talked about the same topic for 5 minutes.

You're with a group of friends and they have asked you to download a new social app.

You overhear a friend saying something mean about you.

One of your friends asks to borrow your swipe card

You've been invited out to get some food after college but you don't have your phone to tell your parents.

You miss your old friends.

Forgetting items.

You forgot your pencil case and you need to write in your lessons

You forgot your money for lunch

You forgot your planner and don't know what lessons you have.

Travelling

You're walking home from College and a group of people stop you.

You are on the way to College but you missed your stop.

You are getting the bus to College but you've lost your oyster card.

Someone from College that you don't know asks if you want to get in the car with them after college.

Interview Skills

You may have to do an interview if you are looking for a new job or college place. It is important to prepare for an interview so that you feel ready.



Get an adult to help you with these activities:

Body Language

In an interview, we need to think about what we do with our face and body to show that we are interested in the role. With an adult, discuss these areas.

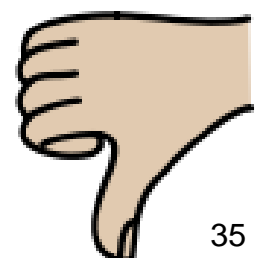
If someone is interested in what you are saying and is listening, what would their body language look like? Think about....

- Eye contact _____
- Fidgeting _____
- Posture _____
- Facial expressions _____



If someone is **NOT** interested in what you are saying and is **NOT** listening what would their body language look like? Think about....

- Eye contact _____
- Fidgeting _____



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- Posture _____

- Facial expressions _____

Have a go practising how you would show that you are interested with your face and body.

Interview Questions

Choose a common interview question from the list and discuss with an adult what you could include in your answer, noting down key words or points. Think about what is an appropriate answer and inappropriate answer.

- How would you describe yourself?
- Why did you choose this job?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- What do you consider to be your greatest strengths and weaknesses?

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- Why should I hire you?
- Do you have any hobbies? What do you do in your spare time?
- Do you have plans for continued study?
- How do you work under pressure?
- Why did you decide to seek a position in this company?
- What two or three things are most important to you in your job?






Practising for an Interview

With an adult, take turns being the 'interviewee'. Take turns to practise answering the possible interview questions. Feedback what skills the 'interviewee' showed well and 1-2 skills to develop. Use the interview checklist below to help you.

What things could you do better?

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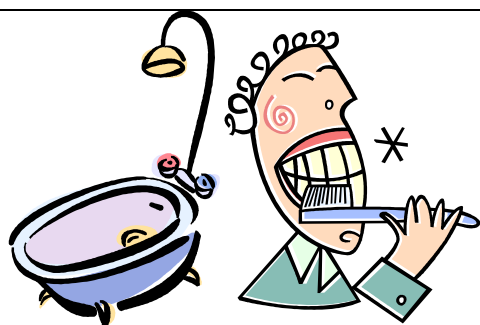
Interview Observation Checklist

 <p>Greeting?</p>	<p><i>Formal or informal?/ Shake hands?</i></p> <p><input type="checkbox"/> Good <input type="checkbox"/> Needs improvement</p> <p>Comments:</p>
 <p>Body language?</p>	<p><i>Looks interested and alert?</i></p> <p><input type="checkbox"/> Good <input type="checkbox"/> Needs improvement</p> <p>Comments:</p>
 <p>Use of eye contact?</p>	<p><i>Looks at the interviewer?</i></p> <p><input type="checkbox"/> Good <input type="checkbox"/> Needs improvement</p> <p>Comments:</p>
 <p>Way of talking?</p>	<p><i>Slang?/speed of talking?/sounding interested?</i></p> <p><input type="checkbox"/> Good <input type="checkbox"/> Needs improvement</p> <p>Comments:</p>
 <p>Answers to questions?</p>	<p><i>Key words?/Sentences?/Sound convincing?</i></p> <p><input type="checkbox"/> Good <input type="checkbox"/> Needs improvement</p> <p>Comments:</p>

Preparing for Your Interview

When you find out you have an interview, use this list to help you prepare in the days before.

What will you do to get ready?



Personal Hygiene?



Hair?



Make-up?

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 <p>Perfume/After Shave?</p>	
 <p>Outfit & Shoes?</p>	
 <p>Getting There?</p>	

Good Luck! 😊

My Communication Profile

At College, you will meet lots of new people. Think about what people might need to know about you to provide you with the best support then fill in the profile on the next page to give to College.

About me...



I really like...



People should know that...

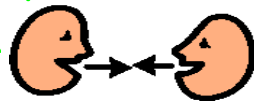
I communicate by...



I don't like...



You can help me to express myself by...



I show my feelings by...



You can help me to understand by...



Communication Profile

Name.....

Tutor.....

Things I like:

Strategies that I use:

Things I don't like:

Strategies I like teachers to use:

Other information about me: