

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: RTLB PRACTICE
PROCEDURE: Transitions

RTLB have a role in supporting successful transitions for students into and between classes, teachers, schools, educational settings, RTLB clusters, and between services. Transitions are successful when students feel they belong in their new class or school, are positively connected to peers and teachers, and when learning continues seamlessly from one setting to another.

Guidelines

1. A successful transition is planned and deliberate, based on information/data, individualised and differentiated for the student, staff, school, and whānau/parents, and built on strengths and success. RTLB will manage transitions following the guidelines outlined in the *RTLB Professional Practice Toolkit*.
2. Supporting students already on the RTLB caseload transitioning between classes, teachers, and year levels within the same school, and transitioning to another educational setting e.g. primary school to intermediate school, kura to English medium, one school to another within the same cluster:
 - The student will remain allocated, with parent/whanau consent, to the current RTLB where possible and appropriate.
 - RTLB will ensure follow up to review the case with new stakeholders in a timely manner.
 - RTLB will prepare a *Summary of RTLB Service* up to the point of transition.
 - RTLB will ensure casework documentation is updated or completed with the new stakeholders, depending on the stage of the RTLB practice sequence.
 - RTLB will close the case if RTLB support is no longer required in the new educational setting following the Te Ha o Te Manawa *Case Closures* procedure.
 - RTLB will close the case at the end of Term 4. A short period of transition support of 4-5 weeks in the new environment, or in a new school year, will be seen as part of the previous year's case. If further RTLB support is required beyond the transition support, a new request for RTLB support can be made on Schoolgate.
3. Supporting students already on the RTLB caseload transitioning from intermediate schools to secondary schools:
 - RTLB will follow the transition protocols of the secondary school where required, ensuring a *Summary of RTLB Service* up to the point of transition is forwarded to the new secondary school prior to the end of Term 4.
 - If the secondary school has no transition protocols in place, RTLB will transition the student following the process outlined in point 2 above.

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4. Supporting students that are not currently on the RTLB caseload, but require support to transition to a new school at the beginning of the next year:
 - Liaison RTLB will support the school to identify the students who require transition support early in Term 4.
 - Cluster school will seek parent/whānau consent for RTLB to support their transition, and will complete a *Transition Information* form for each of the students by the given date,
 - Liaison RTLB will work with key personnel in both educational settings to provide the transition support for the student(s) over the remainder of Term 4 as required, and for up to 4 weeks into Term 1 of the next year in the new setting as required.

5. Supporting children transitioning from Early Intervention to RTLB service:
 - RTLB will refer to and follow the attached *MoE Early Intervention Team / RTLB Transition to School Cases - Service Agreement* guidelines, or any updates to this.
 - RTLB will refer to and follow the guidelines outlined in *Te Hā o Te Manawa Working with External Professionals* procedure.

6. When a student moves from one cluster to another, clusters work collaboratively to ensure a smooth transition where possible:
 - RTLB will request parent/whanau consent to share information.
 - RTLB Cluster Manager notifies the receiving cluster's manager.
 - Former and current RTLB make contact at the earliest possible time to share relevant information.
 - RTLB will close the case following the *Te Hā o Te Manawa Case Closures* procedure in a timely manner.

7. RTLB will maintain contact with whānau/family of the students throughout the transition process as outlined in the *RTLB Professional Practice Toolkit*.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review November 2019, or as required.

DATE CONFIRMED: 29 November 2016