

# Next Steps: A Transition Guide for Students and Parents/Carers

Hillingdon Edition

[www.orchardhill.ac.uk](http://www.orchardhill.ac.uk)  
0345 402 0453  
[enquiries@orchardhill.ac.uk](mailto:enquiries@orchardhill.ac.uk)



# About this Guide

This booklet is designed for students and parents/carers associated with Orchard Hill College (OHC). It offers general information, guidance and links towards numerous external agencies that prepare students for leaving college.

## Contents

### **Section 1: Support during and after college**

- Key contacts
- How we support transition out of college
- Keeping safe outside of college
- How Student Services can support students
- Student voice and parent forums
- Support for parents and carers

### **Section 2: Planning ahead**

- Useful contacts, organisations and guides to help plan the next steps
- Knowing the local offer - opportunities in and around the area
- Accessing the local offer:
  - Being fit, healthy and active
  - Community and Hospital Learning Disability Teams
  - Day and community programmes after college
  - Enterprise, volunteering and employment schemes
  - Further learning and training
  - Organisations providing specialist support around disability
  - Supported living, residential and outreach services

# Support during and after college

## Key contacts

Here is an overview of key contacts to help with any enquiries students or parents/ carers may have.

<b>Safeguarding</b>	<b>Name</b>	<b>Contact details</b>
Safeguarding Lead	Kirsty Cottrell	KCottrell@orchardhill.ac.uk
Deputy Safeguarding Lead	David Thomas	DThomas@orchardhill.ac.uk
<b>Other Contacts</b>		
Student Services	Caroline Shannon	CShannon@orchardhill.ac.uk
Transition Lead	Ashley Jordan-Diaper	AJordan-Diaper@orchardhill.ac.uk

## How we support transition out of college

The college wants to ensure that students and parents/carers are fully prepared for when students are ready to take the next steps after their time with us. Here is how we support students and parents/carers:

- **Information, Advice and Guidance programmes for parents and carers:** The college offers an extensive Information, Advice and Guidance programme with guest speakers from key professions and organisations; from supported and residential living, health and well-being groups, supported employment and adult education.
- **Transition Events:** Students and parents/carers can meet local groups and organisations that can support students during and after college. Currently over 50 organisations take part in this event.
- **Final year transition review and Action Plan meeting:** During your final academic year, you will have an EHCP annual review and a Transition Action Plan meeting. During these meetings, parents/carers and key professionals/ stakeholders in the local authority will work together to make sure the right plans are in place to help you move on.
- **A Personal Passport and OHC Record of Achievement:** By the end of students time at college they would have created a Personal Passport and an interactive record of achievement with the help of staff. The passport will be theirs to take onto their next placement. This can be used to inform anyone working with students; details of how they communicate, together with other information they may want to share. A consent to share form would have been given to students and parents/carers to sign. This will allow us to share your passport. Should you no longer wish your passport to be shared, please contact us.

## Keeping safe outside of college

OHC is committed to ensuring that vulnerable people are protected against all forms of abuse and that the college and all of its staff make effective responses to allegations or suspicions of abuse. Our priority is to keep our students safe at all times and it is essential to let us know if there are any safeguarding concerns that a student might not be able to inform us of. The lead designated person within OHC with the responsibility for Safeguarding/ Protection of Vulnerable Adults is Kirsty Cottrell. Please do not hesitate to contact her with any safeguarding issues:

Kirsty Cottrell

Tel: 0345 402 0453

Mobile: 07944 475 353

Email: [KCottrell@orchardhill.ac.uk](mailto:KCottrell@orchardhill.ac.uk)

If there are any safeguarding concerns, which are not related to the college, students and parents/carers can contact their local borough Learning Disabilities Team.

The college also links to several community safety schemes and groups that support students to feel safe in their communities. Here is a list of the schemes and groups we link with:

- Healthwatch Kingston - [www.healthwatchkingston.org.uk](http://www.healthwatchkingston.org.uk)
- Safe Places scheme - [www.safeplaces.org.uk](http://www.safeplaces.org.uk)
- Croydon People First - [www.croydonpeoplefirst.org.uk](http://www.croydonpeoplefirst.org.uk)
- Healthwatch Hillingdon - [www.healthwatchhillingdon.org.uk](http://www.healthwatchhillingdon.org.uk)
- Surrey Coalition Disability Partnership - [www.surreycoalition.org.uk](http://www.surreycoalition.org.uk)

## How Student Services can support students

**NUS - Totum:** The college is registered with the National Union of Students (NUS). Students can receive discounts on food, drink, travel, mobile phones and fashion. To find out more, please visit: [www.totum.com](http://www.totum.com)

**Travel passes:** If students live in London and have a disability, they could be entitled to a Freedom Pass. For more information or to apply go to:  
[www.londoncouncils.gov.uk/services/freedom-pass/disabled-persons-freedom-pass](http://www.londoncouncils.gov.uk/services/freedom-pass/disabled-persons-freedom-pass)

A Freedom Pass is provided by the Local Authority to give older and disabled Londoners free travel on almost all public transport in London.

Students must bring their free travel pass to college if they have one.

**Transport for London student card:** Students may also apply for a Transport for London student card. This scheme allows students to get 30% off the price of adult rate travel cards and bus and tram pass tickets if they live within greater London. Please note that if students withdraw from their course, this card will be cancelled by the college. For more information or to apply go to: [www.tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard](http://www.tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard)

**Extracurricular Offer:** We offer a range of exciting self-funded activities, days out and programmes. These are separate to students' educational government funded programmes;

- **Enrichment activities:** Fun and social programmes delivered in college and the local community. They take place on most Fridays throughout the year. Activities include; educational trips, Duke of Edinburgh Award, trampolining, cricket, music, art and more.
- **Holiday Programmes:** These are available outside of term time and include fun days out and a range of activities, such as; creative arts, baking and sport.

If students would like to be considered for a place, or require further information, please contact the Student Services team on 0345 402 0453 to request an application form. Please note, places are offered subject to availability and suitability.

## **How Student Services can support students continued...**

### **Alumni membership**

After students leave college, they can join the Orchard Hill College Alumni - this means they can continue to be involved and stay part of the college. The benefits of this exclusive three-year membership include:

- Invitations to two annual events
- Early access to sign up to holiday/enrichment programmes
- A copy of 'Include' the OHCAT annual magazine
- A Sharespace (Orchard Hill College's own safe social networking site) account to keep in touch with friends
- Careers advice and support

### **Student Voice - Having your say**

At OHC we always want to hear students' views to help us improve.

**Having your say outside of college:** As part of students' preparation to have an active voice outside of college, students contribute to local advocacy and disability forums.

# Planning Ahead

In this section, students and parents/carers will find a wide range of information to help plan their next steps during and after college.

## Useful contacts, organisations and guides to help plan your next steps

Here is an overview of guides, organisation and contacts that can help support student's transition from college:

### General Guides

- **Preparing for Adulthood:** This is the main website used to support students 19+ and their families whilst in schools and colleges. It has most of the key links to information on future opportunities around housing and being independent, employment and further training and being active and leading a healthy life style. Download the guide here: [www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)
- **Royal MENCAP Transition Guide:** This provides bespoke information and advice for students and their parents/carers on the transition process. It has lots of key links to national and local disability groups that can offer support during this process. In addition, this organisation offers a free information and advice service. Download the guide here: [www.mencap.org.uk/advice-and-support/children-and-young-people/transition-adult-services](http://www.mencap.org.uk/advice-and-support/children-and-young-people/transition-adult-services)
- **Thinking Ahead Guide: A transition guide for parents and carers:** The Foundation for People with Learning Disabilities offer a specialist guide to support with planning transition with key professionals in local authorities. They also run local workshops on key transition issues. Download the guide here: [www.mentalhealth.org.uk/learning-disabilities/our-work/family-friends-community/thinking-ahead](http://www.mentalhealth.org.uk/learning-disabilities/our-work/family-friends-community/thinking-ahead)

## Specialist Guidance on Transition Issues

- **Care and Support Alliance:** This organisation provide advice on a range of support and financial planning issues linked to students moving on after college. For more information, visit: [www.careandsupportalliance.com](http://www.careandsupportalliance.com)
- **From Child to Adult:** A guide for families. This is a planning guide on future changes to finance and care packages for children and adults with disabilities and additional needs. Download the guide here:  
[www.workingfamilies.org.uk/wp-content/uploads/2014/04/From-Child-to-Adult-Working-Families-January-2019.pdf](http://www.workingfamilies.org.uk/wp-content/uploads/2014/04/From-Child-to-Adult-Working-Families-January-2019.pdf)
- **Short lives:** For students and parents/carers needing support around transition issues for those with life-limiting and ending conditions, this charity provides bespoke advice and local support groups. For more information visit:  
[www.togetherforshortlives.org.uk](http://www.togetherforshortlives.org.uk)
- **Challenging Behaviour Foundation:** Offers information for parents/carers to support moving on after college. For more details visit:  
[www.challengingbehaviour.org.uk](http://www.challengingbehaviour.org.uk)

## Supporting young people into volunteering and work

- **Scope:** A national disability organisation providing advice on employment and volunteering. For more information visit:  
[www.scope.org.uk/advice-and-support/volunteering-develop-your-skills](http://www.scope.org.uk/advice-and-support/volunteering-develop-your-skills)
- **Royal Mencap:** Provides an advice service on employment and enterprise opportunities. For more information visit:  
[www.mencap.org.uk/advice-and-support/employment-services](http://www.mencap.org.uk/advice-and-support/employment-services)

## Advice on friendship and adult relationships

- **Foundation for People with Learning Disabilities:** Offers specific advice on friendship and adult relationships issues. For more information, visit:  
[www.learningdisabilities.org.uk/publications/guide-circle-of-support/](http://www.learningdisabilities.org.uk/publications/guide-circle-of-support/)
- **Royal MENCAP:** Provides support around issues in adult relationships for people with disabilities. For more information visit:  
[www.mencap.org.uk/advice-and-support/relationships-and-sex](http://www.mencap.org.uk/advice-and-support/relationships-and-sex)

## Person Centred planning

To ensure you are getting the right guidance on planning, here are some organisations providing advice on effective person centred planning:

- [www.learningdisabilities.org.uk/our-work/getting-the-right-support.we-can-dream](http://www.learningdisabilities.org.uk/our-work/getting-the-right-support.we-can-dream)
- [www.learningdisabilities.org.uk/publications/reaching-out-planning](http://www.learningdisabilities.org.uk/publications/reaching-out-planning)
- [www.mefirst.org.uk/resource/pmld-involve-me/](http://www.mefirst.org.uk/resource/pmld-involve-me/)

**Support with COVID-19:** Several organisations are providing bespoke advice to students and parents/carers around transition to new services after college during the Covid-19 crisis. Royal Mencap has an extensive guide for students, parents/carers and professionals around all issues linked to this and accessing adult services. This can be found here:

[www.mencap.org.uk/advice-and-support/coronavirus-covid-19](http://www.mencap.org.uk/advice-and-support/coronavirus-covid-19)

## Knowing your local offer

A key part of planning for a students' transition from college is being aware of organisations, schemes and groups that can support you in your local area. This is what meant by the term 'knowing your local offer'.

**London:** You can access all the SEND local offers in London by visiting the below website and searching your local authority: [www.sendlocaloffer.org/boroughs](http://www.sendlocaloffer.org/boroughs)

If you live in an outer London borough, details of your local offer can be accessed by clicking on the links below:

**Surrey:** [www.surreylocaloffer.org.uk](http://www.surreylocaloffer.org.uk)

**Kent:** [www.kent.gov.uk/education-and-children/special-educational-needs/local-offer-your-voice](http://www.kent.gov.uk/education-and-children/special-educational-needs/local-offer-your-voice)

**Slough:** [www.sloughfamilyservices.org.uk](http://www.sloughfamilyservices.org.uk)

**Bucks:** [www.bucksc.gov.uk/services/care-for-children-and-families/local-offer-for-send/](http://www.bucksc.gov.uk/services/care-for-children-and-families/local-offer-for-send/)

## Accessing the local offer

In this section, students and parents/carers will find information on groups and organisations providing a range of services and opportunities to support students during and after college.

## Being fit, healthy and active

### Hillingdon

Organisation	Type of programme	Contact details
DASH	This group runs a range of games and fitness classes in Uxbridge. They also provide support to access local leisure centres	info@dash.org.uk
Salisbury Support 4 Autism	This group provides 1:1 support to access local gyms, leisure centres and swimming pools	admin@salisburyautisticcare.com
Harrow Mencap	This groups provides healthy living and keep fit classes at its bases in Harrow and Hillingdon	enquiries@harrowmencap.org.uk
Hounslow Mencap	This groups provides social and leisure activities for adults	harlehouse@tiscali.co.uk
Club Hillingdon, Disability Sports Coach	This is a multi-sports club that offer Paralympic and adapted sports. All sports are adapted to suit a range of abilities and needs	info@disabilitysportscoach.co.uk
Ealing Disability Swimming Squad (EDSC)	This club provides a pathway from the learn to swim level, all the way to EDSC which encourages Paralympic classification and competition	matty.s@swimesc.co.uk

## Community and Hospital Learning Disability Teams

Here are the key contacts to access medical support in the community:

<b>Hospital</b>	<b>Address</b>	<b>Contact details</b>
Epsom and St Helier Hospital NHS Trust	Epsom Hospital, Dorking Road, Epsom, Surrey, KT18 7EG St Helier Hospital, Wrythe Lane, Carshalton, Surrey, SM5 1AA	01372 735 209 020 9296 2000
Guy's and St Thomas' Foundation Trust	Great Maze Pond, London, SE1 9RT	020 7188 7188
King's College Hospital	Denmark Hill, London, SE5 9RS	020 3299 7144
St George's Hospital	Blackshaw Road, Tooting, London, SW17 0QT	0208 672 1255
Croydon University Hospital	London Road, Croydon, CR7 7YE	020 8401 3000
Hillingdon Community Learning Disability Health Team	Hillingdon Civic Centre, 3W/01 High Street., Uxbridge, Middx, UB8 1UW	01895 485 174

## Day and community programmes after college

These are the organisations and groups supporting adults to access day, evening and weekend programmes after college.

### Hillingdon

Organisation	Type of programme	Contact details
Salisbury Support 4 Autism	This group provides 1:1 community day outreach programme	admin@salisburyautisticcare.com
Harrow Mencap Ealing Mencap Hounslow Mencap	These Mencap groups provide day and community living classes for adults in Harrow, Hounslow, Ealing and Uxbridge	enquiries@harrowmencap.org.uk info@ealingmencap.org.uk harlehouse@tiscali.co.uk
Electric Umbrella	A performance and drama group in Ealing providing day and evening opportunities in the local Hillingdon area	info@electricumbrella.co.uk
Queens Walk Resource Centre	A local authority service that provides day programmes for adults with complex, profound and sensory needs	queenswalk@hillingsdon.gov.uk

## Enterprise, volunteering and employment schemes

This section provides details of organisations and groups supporting adults to access volunteering and employment opportunities.

### Hillingdon

Organisation	Type of programme	Contact details
Heathrow Special Needs Centre	Horticulture volunteering and enterprise opportunities at its base at Heathrow	info@heathrowspecialneedscentre.org
Ealing Mencap, The Show Room	Ealing Mencap provides work and volunteering opportunities at its retail base in Ealing	020 8566 9575
Harrow Mencap	This MENCAP provides employment and volunteering opportunities across Uxbridge and Hillingdon	enquiries@harrowmencap.org.uk
Hounslow Mencap	Hounslow MENCAP provides a range of volunteering and work courses	harlehouse@tiscali.co.uk
Hillingdon Autistic Care & Support (HACS)	This service provides volunteering and employability support for adults looking for work experiences locally	enquiries@hacs.org.uk

## Further learning and training

These are the organisations and groups support adults to access further learning and training.

### Hillingdon

Organisation	Type of programme	Contact details
Hounslow Mencap	Hounslow Mencap provide a range of basic and life skills programmes in collaboration with Hounslow Adult Education	harlehouse@tiscali.co.uk
Harrow Mencap	Alongside its other community and day programmes, this Mencap provides some work and basic skills courses	harrowmencap@harrowmencap.org.uk
Brookfield Adult Learning Centre, Hillingdon	Brookfield provides adult education in three centres across Hillingdon	brookfield@hae-acl.ac.uk

## Organisations providing specialist support around disability

These are the organisations and groups that provide specialist support around disability.

### Hillingdon

Organisation	Type of programme	Contact details
Hillingdon Autistic Care and Support (HACS)	HACS offers a range of workshops and advice for parents on everyday support issues for adults with ASD needs	enquiries@hacs.org.uk
Harrow Mencap	Harrow Mencap provides a parent and carers forum to support on everyday living issues	harrowmencap@harrowmencap.org.uk
Slough Family Information Service	Slough advice and guidance support centre for parents/carers	fis@slough.gov.uk

## Supported living, residential and outreach services

If you are interested in exploring future opportunities within residential supported or independent living schemes, the college runs an advice programme with housing specialists. Students and parents/carers will need to check their 'Local Offer' to find out who are the approved housing providers offering services and placements in the local area. If you are seeking impartial advice and guidance on housing issues, here are some useful links:

- No Place like Home: A Department of Education guide for students and parents/carers on housing opportunities for young people. Download the guide here: [www.preparingforadulthood.org.uk/downloads/independent-living/no-place-like-home-guide.htm](http://www.preparingforadulthood.org.uk/downloads/independent-living/no-place-like-home-guide.htm)
- Housing and Support Partnership is a charity providing information and support on housing and support. For more information please visit: [www.housingandsupport.co.uk](http://www.housingandsupport.co.uk)
- Reside Housing Association: This is a charity that provides advice on housing and individual packages of support. For more information please visit: [www.residehousing.com](http://www.residehousing.com)
- Royal Mencap: A guide to future care and support planning around housing. Download the guide here: [www.mencap.org.uk/advice-and-support/social-care/care-and-support-planning](http://www.mencap.org.uk/advice-and-support/social-care/care-and-support-planning)
- Thinking Ahead Guide: This guide for families has advice and prompt questions on housing and future living opportunities for adults with disabilities. Download the guide here: [www.mentalhealth.org.uk/learning-disabilities/our-work/family-friends-community/thinking-ahead](http://www.mentalhealth.org.uk/learning-disabilities/our-work/family-friends-community/thinking-ahead)