

# A Transition Guide into College for Students and Parents/Carers

Kingston, Richmond and Surrey 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 help support students during their time at college.

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## About our Centres

We have six vibrant college centres across London and Surrey where committed, specialist teams deliver a range of programmes to meet the needs of our students. Those centres are:



**Vocational Progression Centre**  
Carshalton College Campus  
Nightingale Road  
Carshalton  
SM5 2EJ

**Head of Centre**

Kerry Macey

**Curriculum Lead**

Frances Mckay



**Camberwell Road**  
The Gallery  
300 Camberwell Road  
London  
SE5 0DL

**Head of Centre**

Indy Sunner

**Curriculum Lead**

Simon Humphries



**Lomond House**  
50 Camberwell Green  
Camberwell  
London  
SE5 7AL

**Head of Centre**

Indy Sunner

**Curriculum Lead**

Luke Batchelor



**Beaconsfield**  
17 Beaconsfield Road  
New Malden  
Surrey  
KT3 3HY

**Head of Centre**

Linda Rowe

**Curriculum Lead**

Laura Muir



**Vocational Centre**  
Nightingale Community Academy  
Beechcroft Road  
Tooting  
SW17 7DF

**Head of Centre**

Chris Baker



**Wyvern House**  
Wyvern Way  
Uxbridge  
Middlesex  
UB8 2XN

**Head of Centre**

Jade Nairne

**Curriculum Lead**

Belen Tuset-Lopez

# 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>College Centres</b>		
Vocational Centre	Chris Baker	CBaker@orchardhill.ac.uk
Vocational Progression Centre	Kerry Macey	KMacey@orchardhill.ac.uk
Beaconsfield Centre	Linda Rowe	LRowe@orchardhill.ac.uk
Wyvern House	Jade Nairne	JNairne@orchardhill.ac.uk
Lomond House and Camberwell Road	Indy Sunner	ISunner@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 into college

The college wants to ensure that students and parents/carers are fully prepared for their time at college. Here is how we support students and parents/carers during their time with us:

- **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.
- **EHCP Annual Review Meetings:** During the review, students progression and future plans will be discussed. The review meeting also gives the opportunity to make sure the college remains the best provision for the student and their needs.
- **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 in 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)

## Keeping safe outside of college

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

**Bursaries and financial support at college:** Bursaries are available to students who face financial barriers to participate in education. They can help with costs such as transport, meals, books and equipment. For more information or to apply, please contact the Student Services Team on 0345 402 0453 or [enquiries@orchardhill.ac.uk](mailto:enquiries@orchardhill.ac.uk).

**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.
- **Residential Programmes:** These are short breaks at purpose built activity and field centres. Students can take part in a range of activities, including campfire building, pizza making, bushcraft, orienteering, hiking, sports and games.

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.

## **Student Voice - Having their say**

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

**Student Council:** The Student Council meets once a term to talk about issues at college which may affect all students. Students write their own agenda for each Student Council meeting and representatives are voted in termly. Student Council meetings discuss college policies, the annual leavers awards and improving college facilities. Students from across centres also contribute to a student magazine, podcasts and fundraising.

**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.

**Feedback on Orchard Hill College:** An accessible student and parent/carer survey is carried out every term to gather feedback and to help us improve. If you have any feedback on our services or any of our centres please contact us on 0345 402 0453 or email [enquiries@orchardhill.ac.uk](mailto:enquiries@orchardhill.ac.uk).

**Supporting parents and carers:** The college also provides a forum for parents/carers once a term to discuss and explore how to best support students during and after college. In addition, parents/carers can access a range of workshops on topics and issues they feel they need more support on these forums are linked to all local parent/carer support groups.

# External partners

In this section, students and parents/carers will find a wide range of information to help plan their next steps during and after 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)
- **Transition Information Network at the Council for Children with Disabilities:** This provides lots of information and guidance on transition issues for young people leaving school and progressing onto college. It also has lots of information and links on exploring next steps and opportunities in and out of college: Download the guide here: [www.councilfordisabledchildren.org.uk/transition-information-network](http://www.councilfordisabledchildren.org.uk/transition-information-network)
- **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)

## Specialist Guidance on Transition Issues

- **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 the local offer

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

**London:** To access all the SEND local offers in London please visit the below website and search your local authority: [www.sendlocaloffer.org/boroughs](http://www.sendlocaloffer.org/boroughs)

If students live in an outer London borough, details of the 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

### Kingston, Richmond and Surrey

Organisation	Type of programme	Contact details
Kingston Mencap	This Mencap provides support to access the local indoor and outdoor leisure facilities. They also offer classes within their base (Searchlight Centre)	michelle@kingstonmencap.org.uk
Boogie Nights, Kingston	Home Farm Trust provide a leisure scheme for young people in the evenings and weekends in Kingston	boogienights@groups.facebook.com
Companion Cycling	A cycling scheme operating in Bushy Park near Hampton Court	020 8979 6061
YMCA Hawker Centre, Kingston	YMCA provide a range of keep fit and movement classes	info.hawker@ymcalsw.org
County Care, Surrey	This is a support group providing support to access local facilities across Surrey	01483 224183
True Access, Richmond	This is a support group that provides 1:1 support and classes to keep young people fit and active. They have an active social and leisure scheme	info@trueaccess.co.uk
Surrey Choices	Surrey Choices based across Surrey and Elmbridge provide 1:1 support to access leisure centres and offer specialist classes	info@surreychoices.com
Special Olympics, Surrey	This organisation provides opportunities for students to access elite disability sport	membershipsosurrey@gmail.com
Riding for the Disabled Association (RDA)	Opportunities for adults to access horse riding in centres across Surrey	info@rda.org.uk

## Community and Hospital Learning Disability Teams

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

Hospital	Address	Contact details
Epsom and St Helier Hospital NHS Trust	Epsom Hospital, Dorking Road, Epsom, Surrey, KT18 7EG	01372 735 209
	St Helier Hospital, Wrythe Lane, Carshalton, Surrey, SM5 1AA	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

## Organisations providing specialist support around disability

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

### Kingston, Richmond and Surrey

Organisation	Type of programme	Contact details
Kingston Centre for Independent Living (KCIL)	KILC provides a wide range of support for adults and parents/carers around everyday living issues	enquiries@kcil.org.uk
Kingston Mencap	Mencap runs a parent/carers forum and provides workshops and support	michelle@kingstonmencap.org.uk
Richmond NAS	Richmond NAS provides a support group for parent/carers with young people who have autistic needs	Richmond@nas.org.uk

## Supported living, residential and outreach services

If students 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. To seek 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)