



Carers in Hertfordshire, Young Carers Project

Model of Good Practice

The Young Carers Secondary School Transfer and Support Plan

(Developed in partnership with Woolgrove Special School)

The plan: “Highlights the need for support that otherwise may get lost when young carers transfer to secondary school”

Date August 2004

Updated Jan 2010

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Carers in Hertfordshire, Young Carers Project.

A model of good practice for the Young Carers Secondary School Transfer and Support Plan

Introduction

Carers in Hertfordshire, Young Carers Project, works in partnership with Primary and Secondary schools across the county. The work involves identifying young carers and raising awareness with the teaching staff and pupils through school assemblies and presentations. A young carer's link worker is identified in the school. The link worker is provided with resources and supported by the young carer's project to develop a sustainable support system in school for young carers, and keep young carers on the school agenda.

Young carers preparing to transfer to secondary school:

A young carer's secondary school transfer and support plan has been developed by the young carer's project. The young carers transfer and support plan has been adapted from the Secondary school transfer plan used by Woolgrove Special School in Letchworth. (*Appendix 1 - example transfer plan*)

The main aim of the young carers transfer plan is to ensure that young carers and their families continue to access and receive support once they move on to secondary school.

The plan identifies young carers to the secondary school and highlights the specific needs and issues for young carers and their families.

The young carer's project works with the young carer's link worker in school to develop a "Plan of Action" including a young carer's policy. The plan should include the following tasks.

- A register of young carers
- Setting up a support group for young carers in school
- Dissemination information to pupils and staff
- To have a notice board with relevant information for young carers
- A monitoring and evaluation tool/system
- Have the Young Carers Policy incorporated into the school policy
- Work with feeder schools – parents/guardians/families to identify young carers.
- Signpost Parents/guardians/families to relevant agencies for support including young carers project

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The transfer and support plans can high light specific needs and support for young carers. The table below shows the area of need and examples of how to support young carers.

Area of Need	Support Needs Identified
Social	<p>The opportunity to meet with other young carers</p> <p>Ensuring young carers are able to access and participate in after school activities and school trips</p>
Emotional	<p>Nominating a link person in school for young carers to talk to who understand young carers issues</p>
Educational	<p>Organising extended deadlines for homework and coursework.</p> <p>Appropriate support if lateness of attendance is a concern due to their caring role.</p>

Strategies to support young carers transferring to Secondary School

The role of the Primary School

- The Primary school should make available to the secondary school and the parent/guardian an outline of the support currently being received by the pupil i.e. Children Schools and Families worker, School Nurse, or other agency involvement, and any additional support offered by the primary school.
- Organise an additional visit to the secondary school with parents/guardian to discuss family circumstances and give the young carer the opportunity to explain what it is like for them. (the young carer could have this information written down, some young carers find it difficult to talk about their caring role)
- The Young Carer to be introduced to the young carer's link worker or named person in the secondary school.

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The role of the Secondary School

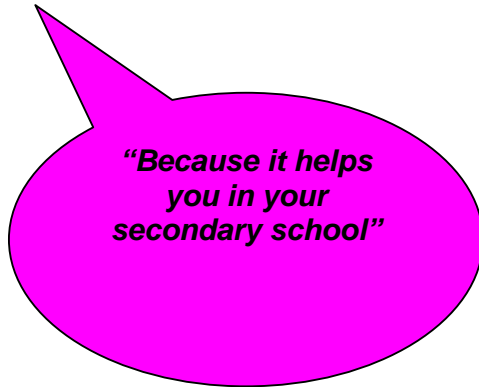
- To have a relevant member of staff at the secondary school to liaise with feeder primary schools to ascertain whether they have young carers in year 6 transferring to secondary school
- The head of year 7 to be aware of the caring circumstances and the support the young carer has received during their time at primary school.
- The head of year 7 or form tutor to meet with the young carer while they are still at primary school to explain how they support young carers.
- The head of year 7 or the form tutor to make contact with parent/guardian to explain the support that is available prior to the young carer joining the secondary school in September.
- A relevant member of staff to offer a home visit where this is appropriate, as in some cases parents are unable to attend open evenings and parents evenings.

Outlined below are the recommended stages for carrying out the young carers transfer plan

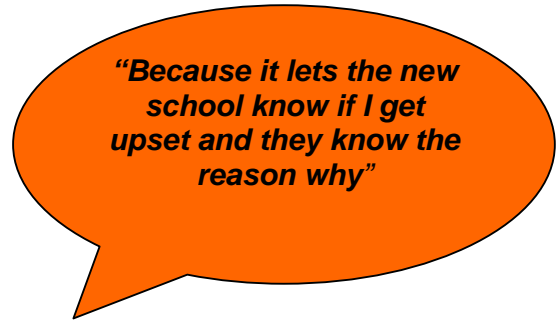
- Stage 1- March – April - confirm which secondary school the young carer will be transferring to.
- Stage 2 - April to May – class/head teacher in primary school, to meet and consult with parent/guardian and young carer to explain the purpose of the transfer plan, and to discuss the support that will be needed in secondary school.
- Stage 3 - June - July - Contact head of year 7 in secondary school and explain that there will be a Young Carer transferring to the secondary school and in consultation with the young carer and the parent/guardian a completed transfer plan will be included in the young carer's school record. Copies of the transfer plan are to be circulated to members of staff in the secondary school as agreed by parent/guardian and young carer.
- Stage 4 -July - the plan is completed and included in the Primary school record, it is then sent onto the secondary school. A copy of the plan is copied to the Parent/Guardian. The plan should be updated as the young carer progress's through the school and reviewed annually in consultation with young carer and parent/guardian

Have we made a difference?

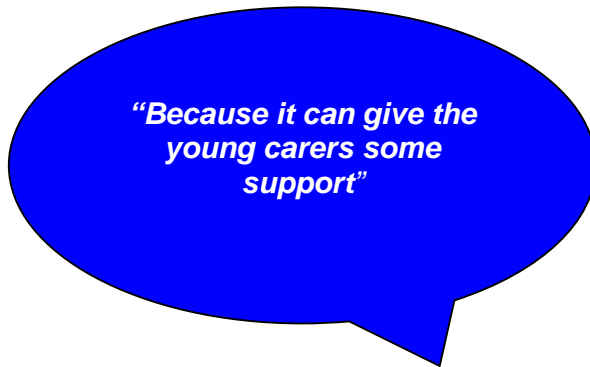
As part of the monitoring evaluation process the young carers and parents are sent a questionnaire. The young carers are asked if they think the plans are a good idea and how they have helped. Here are some of their comments:



“Because it helps you in your secondary school”



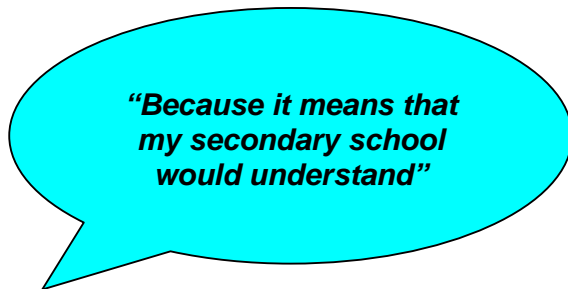
“Because it lets the new school know if I get upset and they know the reason why”



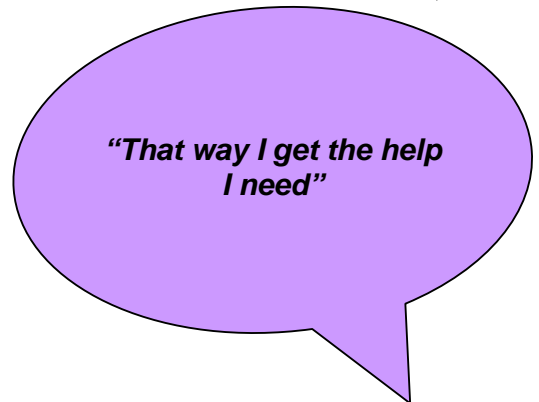
“Because it can give the young carers some support”



“To make the school aware”



“Because it means that my secondary school would understand”



“That way I get the help I need”

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As part of the monitoring and evaluation of the partnership work we undertake the schools who participate in the transfer and support plans are asked to comment on the plans:

“Great idea – more information the better”

“Worked really well”

“The transfer plan took time to filter through – well worth the effort”

“Highlights the need – prevents information getting lost”

Benefits for the school:

- The transfer plan, for some schools, acts as an effective system for communication and sharing information 'bridging the gap' from primary to secondary school.
- The plans high light the specific needs for young carers, once they move on to Secondary school.
- The plans provide evidence of good practice for OfSTED
- The plans also help to meet National and Local Healthy Schools Targets
- The Young Carers transfer plan contributes to the Every Child Matters Outcomes for children

The Secondary School Transfer Plan should be reviewed and adapted to the young carers needs at the end of each school year. The review should be carried out by a relevant member of staff in consultation with the parent/guardian and the young carer.

**For further information please contact;
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Appendix 1

Carers in Hertfordshire Young Carers Project

Secondary School transfer plan



Young Carers Name: Jamie Hall

Young carers contact in school: -Mrs Taylor - Form tutor

Transition from where to where?	Childs particular needs. Social, emotional, educational	Environmental changes	Caring circumstances	Strategies to support YC transferring to secondary school	Other agencies involved	Other resources
<p>Downhill Junior school to Uphill Secondary School</p>	<p>Jamie has few friends and feels lonely.</p> <p>Jamie has trouble concentrating in class at times because he worries about his mother.</p> <p>Jamie may need help to organise his homework.</p>	<p>Jamie now has a longer journey to school and relies on the school bus.</p>	<p>Jamie helps care for his mum who has MS and suffers with depression.</p>	<p>Jamie will have 2 visits to the secondary school, 1 with parent/s, 1 with the whole class.</p> <p>Jamie and his parent/guardian will meet with the young carer's link worker in the secondary school, and will be given the opportunity to talk through the transfer plan, explain family circumstances, and how they feel.</p> <p>Head of Year 7 will have a list of all the young carers who will be transferring to the secondary school.</p> <p>Head of year 7 will be aware of Jamie's caring responsibilities, and previous support provided by the primary school.</p>	<p>Social Worker for Jamie</p>	<p>A plan of the school</p> <p>A lesson timetable</p> <p>Contact details for young carers link worker or relevant member of staff.</p>

Adapted from the transition support plan – Woolgrove Special School - Letchworth