

Employment and Skills
Connexions Service
East Wing, Norham High School
Alnwick Avenue
North Shields
Tyne and Wear
NE29 7BU



Date 1 October 2023

Planning for next steps after year 11.

Dear parent/ carer,

Now that your child is in year 11 we need to get ready for what they will do when they leave Southlands/Melrose.

My name is Diane Goddard, I am a careers adviser and I work for the Connexions Service. My job is to give advice to young people and their parents or carers about what they could do after Southlands/Melrose.

I can work with you and school staff to help you and your child find the right option for their next step.

I would like to give you an outline of how the transition planning process works here at Southlands/Melrose:

Autumn term

I will see your child for a careers interview and attend their annual review. We will discuss options for them as part of these meetings.

Please try and visit our local colleges and sixth forms – ideally before Christmas if possible. I will provide you with contact details of places that you can visit.

School will also arrange small group visits, so that students can also see provision with some of their friends.

If you feel that the child in your care will be able to travel independently, it is a good idea to start some travel training with them to help to get them ready.

Spring term

Once you have visited providers, please let me know where you feel is best for your child after Southlands/Melrose so that this can be shared with the local authority.

Your child's EHCP will be sent to colleges, sixth forms and work based learning providers. They will read it and decide if they can meet your child's needs. After this the local authority will make decisions about funding before they agree a placement.

This process can take some time so early decisions from you are very helpful.

Summer term

Once a placement has been agreed the local authority will let you know. We can then arrange taster days for your child to help them get to know their new provider.

You can apply for Post 16 transport or arrange travel training.

Please note that the official school leaving date for year 11 will be Friday 28th June 2024.

I am here to support you throughout this process. This includes after your child leaves Southlands/Melrose. Please do contact me if you have any questions or concerns at any point through this year.

Please remember that my job is to give you guidance and support about what will be best for your child. I do not make decisions about where your child will go or transport, this is the job of the local authority.

I look forward to speaking with you at your child's annual review and working together during year 11.

My contact details are below.

Diane Goddard

Careers Adviser

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