

AfC Virtual School Emergency Transition Plan

The Outreach Worker will visit the Designated Teacher at the new school. The Assistant Head Teacher can also advise staff at the new school on strategies or support that have been in place in the past for the pupil.

Old School New School

The Outreach Worker will make contact or visit the Designated Teacher to collect information is about the child or young person is transferred. This could be school reports, exam results, etc.

It is the job of the Virtual School to ensure that the pupil can say goodbye to school staff and friends. If this is not possible the Virtual School can help to arrange a visit back to the school or simply an email or letter from the pupil.

Where appropriate invite the DT from new school to attend last ePEP meeting held at the end of placement. This is a time for the professionals to discuss the types of support the pupil may benefit from.

The Outreach Worker will arrange a visit to the new school for the pupil. The Virtual School will ensure ePEP log in is given to the new school so that ePEPs can be accessed.

The Outreach Worker will arrange a visit from old schools Designated Teacher or Teaching Assistant to the new school. If a visit is not possible email and telephone contact will be set up.