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|  | **Please reply to:** Torbay Safeguarding Children Board | |
|  | TSCB Business Unit, 1st Floor, Tor Hill House, | |
|  | c/o Town Hall, Castle Circus, Torquay, TQ1 3DR | |
|  | **Telephone:** | 01803 207176 |
|  | **E-mail:** | tscb@torbay.gov.uk |
|  | **Website:** | www.torbay.gov.uk |
|  | **Date:** | 2nd April 2019 |
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Dear Colleague,

Please find attached, The Transition Protocol for Torbay and the associated transition forms for use for 2019. The TSCB Safeguarding in Education Subgroup have been working to update these transition documents to make them universal across all phase of transition and for mid-year transition.

These forms have been created to help you identify children for whom individual planning would be beneficial, for example children who have experienced significant trauma in their life, children who have struggled with transition in the past or children with special educational needs or disabilities who need specific planning to ensure their individual needs are met

These forms were trialled last year (2018) and have now been finalised following your feedback.

We are requesting that from this year you only use the forms attached and dispose of any previous transition documents, the forms can be adapted to add your own logo.

It should be noted that the transition forms do not replace any existing good practice that takes place between Education Providers, for example, schools who visit children in the previous education setting, shared transition days and any other transition events. It has been requested by primary colleagues that if you wish to visit the child, that these take place after SATS week. (13th-17th May 19)

It is important to remind you that all transitions forms must be read and signed by a parent/carer with parental responsibility before being sent to the new provision, if you choose not to do this, you must log your reasons for this and detail it within your privacy statement.

I hope that you find these documents useful. They will be uploaded onto the Safeguarding in Education page of the TSCB Website: <http://torbaysafeguarding.org.uk/workers/safeguarding-in-education/> for you to access as required.

If you have any comments to make on the forms, once you have begun to use them, please email [tscb@torbay.gov.uk](mailto:tscb@torbay.gov.uk) with your feedback and I will ensure that this is passed to the Safeguarding in Education Subgroup for consideration.

We would like to take this opportunity to thank all parents for the contributions in bringing together these documents.

Yours faithfully,

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**Ian Ansell Rachael Williams**

**TSCB Independent Chair** **Assistant Director Education, Learning and Skills**