

## School of the Holy Spirit

### School Leavers Policy

We set out Guidelines and Procedures for Students Leaving School of the Holy Spirit to attend adult services.

School of the Holy Spirit places great emphasis on the smooth transition for students from school to adult services.

In the last two years of the students' time in School of the Holy Spirit, the student's parents will be contacted and made aware of the school leavers procedure.

A liaison process will be established between the Occupational Guidance Officer, HSE and the student and their parents. This process will start with information sharing sessions between all parties concerned.

Parents are invited to an information night held in term one. All service providers and the Occupational Guidance Officer give a presentation. There is an opportunity for informal meetings. After this information night, parents are advised to visit with their son/daughter any service that interests them.

Following on from this information night, the Occupational Guidance Officer arranges with the student and their parents, two sampling periods in the relevant services. This is usually two sampling periods to avoid confusion. Each sampling period usually lasts two weeks. The student's experience is evaluated taking all relevant parties' opinions/advice most importantly the student's.

Ann-Marie Butler Senior School Co-Ordinator will arrange Special Needs Assistant support for these sampling periods for as long as is deemed necessary for the student. If possible, the student will be encouraged to attend the second week of the sampling period on his/her own.

During this period a support intensity scale assessment is conducted to assess the students needs. This is completed by the Occupational Guidance Officer HSE, Ann-Marie Butler Senior School Coordinator, student and parents.

A system of formal transfer of information around Psychological Reports, Behavioural Issues, Detailed School Report showing strengths, likes, dislikes and relevant information about the student will be set up so that the transition period is made as easy as possible for the student as well as the centre in question.

Throughout the student's time in the senior school, familiarity with the various services is enhanced for the students through the various class informal visits during the last two / three years of school. This is also helped by the hosting of our Senior School Summer Coffee morning and book swap.

School of the Holy Spirit acknowledges that this is a very anxious time for the student and their family. The Senior School Coordinator Annmarie Butler is available at any time to address any concerns that may arise from the student and their family. Past pupils from School of the Holy Spirit have taken up many successful placements in various HSE services in Kilkenny.