

The Bidgee School Transition Program Communication Flowchart

What is the Bidgee School Transition Program?

The Bidgee School Transition Program has been designed to promote effective and transparent organisational processes throughout every stage of each student's participation in the specialist behavior school setting. The program specifies four distinct phases of Transition, and provides a series of interactive forms to be used by all participants as tools of communication to exchange information about the student's progress through each of these phases.

Program Phase & Relevant Form	Description of Form
PHASE 1 – Referral to The Bidgee School	
Commencement Pack	The 'Commencement Pack' initiates formal communication between all relevant parties in order to facilitate the smoothest, most effective educational program for the student participating in the Specialist Behaviour School Setting. All information requested in this form is required prior to the student's commencement at The Bidgee School. It can be completed by the Home School Principal, or Transition Manager.
Parent/Carer Commencement Pack	'Parent Commencement Pack' allows for the contribution of the student's parents/carers in setting up their new involvement with The Bidgee School. The form is an abridged version of the 'Commencement Pack' and invites the student's primary caregivers to participate in establishing a strong network of care and support for the student. The form differs from 'Community Commencement Pack' only in that it asks parents to formally verify their child's enrolment at the Bidgee School and future participation in the school's specialist program. It should be completed by the student's primary caregiver(s) to offer unique insight and information into the student's particular educational needs.
Community Commencement Pack	'Community Commencement Pack' allows for the contribution of members of the student's family and wider community in setting up their new involvement with The Bidgee School. The form is an abridged version of the 'Commencement Pack' and invites allied professionals, community members, and family members to participate in establishing a strong network of care and support for the student. The form should be completed by all members of the wider community who can offer unique insight and information into the student's unique educational needs.
Commencement Pack for Liaison	The 'Commencement Pack for Liaison' is the first of two forms that can be added to the Commencement Pack. This form is used only when it has been decided that the student's Transition Program will be delayed for a period of up to one full school term. This form allows for the establishment of communication between parties during the Liaison Period prior to the student formally starting their Transition Plan. It should be completed by the Home School Principal or Transition Manager.
Commencement Pack for Transition	The 'Commencement Pack for Transition' is the second of two forms that can be added to the Commencement Pack. This form is used only when it has been decided that the student's Transition Program will commence within 4 weeks of their shared enrolment. This information on this form establishes the logistical details of the Transition Program, allowing the plan to get underway.
Bidgee Receipt Commencement Pack	The form 'Bidgee Receipt Commencement Pack' is issued to the Home School by The Bidgee School Principal to indicate final receipt of all required documentation. The receipt confirms satisfactory completion of all commencement forms and start of the Transition Program or Liaison Period.

PHASE 2: Commencement at The Bidgee School	
The Bidgee School Orientation Checklist	'The Bidgee School Orientation Checklist' documents the formal steps to orientation taken by The Bidgee School on the student's commencement in the new school setting. It is completed by The Bidgee School Class Teacher at the conclusion of the student's first week at The Bidgee School.
Ongoing Student Summary – Bidgee to Home	The 'Ongoing Student Summary – Bidgee to Home' facilitates the provision of feedback about student progress from The Bidgee School teachers to members of the Home School Transition Team. It is completed at frequent, regular intervals by the student's Bidgee School teacher.
Student Feedback	The form 'Student Feedback' gives the student a voice in their own Transition Program, giving them the opportunity to speak for themselves about their progress through the Transition Program, and issues which might arise. The form is completed by the student themselves whenever they see fit.
Family and Community Feedback	The form 'Family and Community Feedback' provides an opportunity for those involved in the student's care outside of school to contribute to the student's Transition Program. This form acknowledges that members of the student's family and community, along with those who provide allied professional services, have expert knowledge that can be used to enhance the student's educational experience. The form is completed on a voluntary or needs basis by any relevant party outside of school.
PHASE 2a: Liaison Period	
Commencement of Transition - After Liaison	The form 'Commencement of Transition - After Liaison' is to be used to facilitate the start of the Transition Program where there has been a Liaison Period delay. It allows for the logistical details of the student's Transition Program to be finalised, and should be completed by the Home School Principal or Transition Team Member.
PHASE 3: During Transition to the Home School	
Home School Student Orientation Checklist	The 'Home School Student Orientation Checklist' is completed by The Bidgee School Class Teacher after the student has attended four Home School Transition Sessions. The Teacher will base their responses on information provided by the student themselves, and will be used to ensure a smooth start to their formal Transition Program.
Ongoing Student Summary – Home to Bidgee	The 'Ongoing Student Summary – Home to Bidgee' facilitates the provision of feedback about student progress from the student's Home School teacher(s) to members of The Bidgee School staff. It is completed at the end of every Home School Transition session by the relevant subject teacher / staff member.
Ongoing Student Summary – Bidgee to Home	As Above.
Student Feedback	As Above.
Family and Community Feedback	As Above.
Transition Schedule Modification	'Transition Schedule Modification' is used by the Home School to communicate with The Bidgee School about changes to Home School timetabling which will alter the student's Transition Program. It should be completed on a needs basis by the relevant member of the Transition Team, and should nominate alternative arrangements for the student's Transition Schedule.

Transition Concerns	'Transition Concerns' is the form that is used to communicate problems as they arise with the student's progress through their Transition Program. It can be used by both the Home School and The Bidgee School as the need arises. Information provided in this form should document not only concerns as they have presented at school, but also initiatives that have been taken to address these concerns and arrangements for follow up. This form can be completed by the Home School Transition Manager or The Bidgee School Class Teacher.
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PHASE 4: Completing Transition to the Home School	
Conclusion of The Bidgee School Program	The 'Conclusion of The Bidgee School Program Form' is used only when the student's Transition Program is coming to a formal end. When completed, it will reflect the fact that contributions have been received from The Bidgee School Class Teacher and Principal, along with relevant members from the Home School Transition Team.
Student Agreement for Conclusion of The Bidgee School Program	The 'Student Agreement for Conclusion of The Bidgee School Program' provides opportunity for the student to formally agree with the conclusion of the Transition Program, and asks them to indicate that they are aware of their continuing responsibilities in their ongoing education.

Who Will Use The Bidgee School Transition Program?

One of the primary aims of The Bidgee School Transition Program is to open pathways of involvement for all educational stakeholders. Members of the student's wider community are invited to join with staff from the student's Home School, and members of The Bidgee School community, to provide a cohesive network of educational care and support for the student throughout each Transition Phase.

Program Participants	Participant Packs
PACK 1: The Home School Principal PACK 2: The Bidgee School Principal PACK 3: Transition Team Members: <ul style="list-style-type: none"> • Transition Manager • School Executive • Mentors • Year Level Advisor • School Counselor • Specialist Support Teachers • Classroom Teachers 	<u>PACK 1: Home School Principal -</u> <ul style="list-style-type: none"> • Commencement Pack • Commencement Pack for Liaison • Commencement Pack for Transition • Commencement of Transition - After Liaison • Ongoing Student Summary – Home to Bidgee • Student Feedback • Family and Community Feedback • Transition Schedule Modification • Transition Concerns • Conclusion of The Bidgee School Program Form • Student Agreement for Conclusion of The Bidgee School Program

<p>PACK 4: Parent(s)/Carer(s)</p> <ul style="list-style-type: none"> • The student’s primary carer(s) <p>PACK 5: Community - Allied Professionals (e.g.):</p> <ul style="list-style-type: none"> ➤ Doctor ➤ Pediatrician ➤ Counselor ➤ Social Worker ➤ Psychiatrist/Psychologist ➤ Juvenile Justice Staff ➤ DoCS Worker ➤ Aboriginal Community Member <p>Family &/or Community Members</p> <ul style="list-style-type: none"> • Family Members • Relatives • Close Family Friends/Neighbours 	<p><u>PACK 2: The Bidgee School Principal -</u></p> <ul style="list-style-type: none"> • Commencement Pack • Parent/Carer Commencement Pack • Community Commencement Pack • Commencement Pack for Liaison • Commencement Pack for Transition • The Bidgee School Orientation Checklist • Ongoing Student Summary – Bidgee to Home • Commencement of Transition - After Liaison • Home School Student Orientation Checklist • Student Feedback • Family and Community Feedback • Transition Concerns • Transition Schedule Modification • Conclusion of The Bidgee School Program Form • Student Agreement for Conclusion of The Bidgee School Program
<p>PACK 6: Student</p>	<p><u>PACK 3: Transition Team Members (Same As PACK 1)</u></p> <ul style="list-style-type: none"> • Commencement Pack • Commencement Pack for Liaison • Commencement Pack for Transition • Commencement of Transition - After Liaison • Ongoing Student Summary – Home to Bidgee • Student Feedback • Family and Community Feedback • Transition Schedule Modification • Transition Concerns • Conclusion of The Bidgee School Program Form • Student Agreement for Conclusion of The Bidgee School Program
	<p><u>PACK 4: Parent(s)/Carer(s)</u></p> <ul style="list-style-type: none"> • Parent Commencement Pack • Family and Community Feedback
	<p><u>PACK 5: Community</u></p> <ul style="list-style-type: none"> • Community Commencement Pack • Family and Community Feedback
	<p><u>PACK 6: Student</u></p> <ul style="list-style-type: none"> • Student Feedback • Student Agreement for Conclusion of The Bidgee School Program

How is Each Part of the Program Used?

The Bidgee School Transition Program is made up of a series of interactive forms available on the school's website. Each user will be provided with access to their own User Pack, comprising the forms that are relevant to them. All of the forms in each pack will be available at all times allowing each user to participate when needed. Forms are downloaded from the school's site and completed electronically by the user, before being submitted to the relevant recipient. Submission of each form will occur according to one of two methods. All forms will submit automatically with a 'Submit' button, but the option to save a copy of the form then submit as an email attachment will also be available for each one.

A key aim of the Program is to ensure a thorough, holistic approach to the management of each student's Transition. In this way, there are certain parts of this Program where completion is mandatory. To a large degree, the delegation of tasks will occur at a local level to maintain the autonomy of each school, and to ensure that Program requirements do not infringe on existing structures of management and staffing.

Phase	Relevant Transition Form	Potential Participants	Potential Participant Involvement	Method of Involvement
PHASE 1: Initial Referral to The Bidgee School	Commencement Pack	Home School Principal/Executive	<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaises with The Bidgee School Principal ➤ Submits Commencement Pack 	Liaison with relevant parties May complete and submit form electronically
		The Bidgee School Principal	<ul style="list-style-type: none"> ➤ Provides consultation, advice and support for Home School Staff throughout the process of collating required information & documents 	Liaison with relevant parties Phone/email support where needed
		Transition Manager	<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaises with The Bidgee School Principal ➤ Submits Commencement Pack ➤ Provides formal and anecdotal school-based data 	Liaison with relevant parties May complete and submit form electronically
		Transition Team Members	<ul style="list-style-type: none"> ➤ Provides formal and anecdotal school-based data 	Liaison with relevant parties
		Home School Classroom Teachers	<ul style="list-style-type: none"> ➤ Provides formal & anecdotal classroom-based data 	Liaison with relevant parties Provision of documentation via hard or electronic copy
	Parent/Carer Commencement Pack	Parent(s)/Carer(s)	<ul style="list-style-type: none"> ➤ Provides formal and anecdotal out-of-school data 	Liaison with relevant parties Provision of documentation via hard or electronic copy
	Community Commencement Pack	e.g. <ul style="list-style-type: none"> • Family Members • Relatives • Close Friends/Neighbours • Doctor • Pediatrician • Counselor • Social Worker • Psychiatrist/Psychologist • Juvenile Justice Staff 	<ul style="list-style-type: none"> ➤ Provides formal and anecdotal out-of-school data 	Liaison with relevant parties Provision of documentation via hard or electronic copy

		<ul style="list-style-type: none"> • DoCS Worker • Aboriginal Community Member 		
Commencement Pack for Liaison	Home School Principal/Executive		<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaises with The Bidgee School Principal ➤ Submits Commencement Pack for Liaison 	Liaison with relevant parties May complete and submit form electronically
	The Bidgee School Principal		<ul style="list-style-type: none"> ➤ Provides consultation, advice and support for Home School Staff during the process of collating of required information & documents 	Liaison with relevant parties Phone/email support where needed
	Transition Manager		<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaison with The Bidgee School Principal ➤ Final Submission of Commencement Pack for Liaison 	Liaison with relevant parties May complete and submit form electronically
Commencement Pack for Transition	The Bidgee School Principal		<ul style="list-style-type: none"> ➤ Provides consultation, advice and support for Home School Staff during the process of collating of required information & documents ➤ Liaises with all participants to support & finalise Transition Arrangements 	Liaison with relevant parties Phone/email support where needed
Bidgee Receipt Commencement Pack	The Bidgee School Principal		<ul style="list-style-type: none"> ➤ Issues receipt to confirm final approval of Commencement Pack Transition Plans 	Completes form electronically and forwards to relevant parties

PHASE 2: Commencement at The Bidgee School	The Bidgee School Orientation Checklist	The Bidgee School Classroom Teacher	<ul style="list-style-type: none"> ➤ Conducts classroom observations and interacts with the student and their peers ➤ Completes and submits electronic Orientation Checklist 	Face to face teaching May complete and submit form electronically
	Ongoing Student Summary – Bidgee to Home	The Bidgee School Principal	<ul style="list-style-type: none"> ➤ Conducts observations and interacts with the student in whole school community ➤ Follows up issues arising if required 	Liaison with relevant parties
		The Bidgee School Classroom Teacher	<ul style="list-style-type: none"> ➤ Interacts with student and peers and conducts classroom observations specifically in relation to Transition Program Behaviour Goals ➤ Maintains records of relevant data and/or provides supporting documentation ➤ Completes and submits electronic Ongoing Student Summary Form ➤ Follows up issues arising if required 	Liaison with relevant parties Face to face teaching Data collection and record keeping May complete and submit form electronically
	Student Feedback	Student	<ul style="list-style-type: none"> ➤ Engages with The Bidgee School specialist behaviour program ➤ Completes and submits electronic Student Feedback form if desired 	Completes and submits form electronically May consult relevant parties in person
Family and Community	e.g.		<ul style="list-style-type: none"> ➤ Provides support to the student during their 	Completes and submits form

	Feedback	<ul style="list-style-type: none"> • Parent(s)/Carer(s) • Family Members • Relatives • Close Friends/Neighbours • Doctor • Pediatrician • Counselor • Social Worker • Psychiatrist/Psychologist • Juvenile Justice Staff • DoCS Worker • Aboriginal Community Member 	<p>involvement with The Bidgee School Transition Program</p> <ul style="list-style-type: none"> ➤ Provides relevant feedback about the student's involvement with the Bidgee School Transition Program 	<p>electronically</p> <p>May consult relevant parties in person</p>
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PHASE 2a: Liaison Period				
	Commencement of Transition - After Liaison	Home School Principal/Executive	<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaises with The Bidgee School Principal ➤ Submits Commencement of Transition – After Liaison form 	Liaison with relevant parties May complete and submit form electronically
		The Bidgee School Principal	<ul style="list-style-type: none"> ➤ Provides consultation, advice and support for Home School Staff throughout the process of collating required information & documents 	Liaison with relevant parties Phone/email support where needed
		Transition Manager	<ul style="list-style-type: none"> ➤ Co-ordinates / delegates Home School contributions ➤ Liaises with The Bidgee School Principal ➤ Submits Commencement of Transition – After Liaison form ➤ Provides formal and anecdotal school-based data 	Liaison with relevant parties May complete and submit form electronically Data collection and record keeping
		Home School Teacher(s)	<ul style="list-style-type: none"> ➤ Liaises with other Home School Team members to establish specific plans for the commencement of the Student's Transition Program 	Liaison with relevant parties

PHASE 3: During Transition to the Home School	Home School Student Orientation Checklist	The Bidgee School Classroom Teacher	<ul style="list-style-type: none"> ➤ Classroom observations and interactions with student and peers ➤ Electronic completion and submission of Orientation Checklist 	Face to face teaching Data collection and record keeping Completes and submits form electronically
	Ongoing Student Summary – Home to Bidgee	Home School Principal/Executive	<ul style="list-style-type: none"> ➤ Observations and interactions with the student in whole school community ➤ Follow up of issues arising if required 	Liaison with relevant parties Data collection and record keeping

				Creation and implementation of strategies for student support and management
	Transition Manager		<ul style="list-style-type: none"> ➤ Observations and interactions with the student in classroom and / or whole school community ➤ Follow up of issues arising if required 	Liaison with relevant parties Data collection and record keeping Creation and implementation of strategies for student support and management
	Home School Classroom Teacher		<ul style="list-style-type: none"> ➤ Interacts with student and peers and conducts classroom observations specifically in relation to Transition Program Behaviour Goals ➤ Maintains records of relevant data and/or provides supporting documentation ➤ Completes and submits electronic Ongoing Student Summary Form ➤ Follows up issues arising if required 	Liaison with relevant parties Face to face teaching Data collection and record keeping May complete and submit form electronically
Ongoing Student Summary – Bidgee to Home	The Bidgee School Principal		<ul style="list-style-type: none"> ➤ Observations and interactions with the student in whole school community ➤ Follow up of issues arising if required 	Liaison with relevant parties Data collection and record keeping Creation and implementation of strategies for student support and management
	The Bidgee School Classroom Teacher		<ul style="list-style-type: none"> ➤ Interacts with the student and their peers and conducts classroom observations specifically in relation to Transition Program Behaviour Goals ➤ Maintains records of relevant data and/or provides supporting documentation ➤ Completes and submits electronic Ongoing Student Summary Form ➤ Follows up issues arising if required 	Liaison with relevant parties Face to face teaching Data collection and record keeping May complete and submit form electronically
Student Feedback	The Student		<ul style="list-style-type: none"> ➤ Participates in Transition Program, and engages with learning experiences offered at both the Home School and The Bidgee School ➤ Completes and submits electronic Student Feedback form if desired 	Completes and submits form electronically
Transition Concerns	Home School Principal/Executive		<ul style="list-style-type: none"> ➤ Liaises with Home School Classroom teacher(s), along with those from the Transition Team, and members of 	Liaison with relevant parties Creation and

			<p>the school and wider community to identify concerns and explore options for student support</p> <ul style="list-style-type: none"> ➤ Nominates preferred communication arrangements to follow up the management of the concerns raised ➤ Completes and submits electronic Ongoing Student Summary Form 	<p>implementation of strategies for student support and management</p> <p>Data collection and record keeping</p> <p>May complete and submit form electronically</p>
		Home School Classroom Teacher	<ul style="list-style-type: none"> ➤ Interacts with the student and their peers and conducts classroom observations specifically in relation to the Transition Concerns ➤ Implements a range of strategies to support the student towards resolving the concerns ➤ Nominates preferred communication arrangements to follow up the management of the concerns raised ➤ Completes and submits electronic Ongoing Student Summary Form 	<p>Liaison with relevant parties</p> <p>Creation and implementation of strategies for student support and management</p> <p>Data collection and record keeping</p> <p>May complete and submit form electronically</p>
		Transition Manager	<ul style="list-style-type: none"> ➤ Liaises with Home School Classroom teacher(s), along with those from the Transition Team, and members of the school and wider community to identify concerns and explore options for student support ➤ Nominates preferred communication arrangements to follow up the management of the concerns raised ➤ Completes and submits electronic Ongoing Student Summary Form 	<p>Liaison with relevant parties</p> <p>Creation and implementation of strategies for student support and management</p> <p>Data collection and record keeping</p> <p>May complete and submit form electronically</p>
Transition Schedule Modification		Home School Principal/Executive	<ul style="list-style-type: none"> ➤ Completes and submits electronic Transition Schedule Modification form ➤ Communicates the details of the schedule modification to relevant parties ➤ Makes arrangements to support the student through the change 	<p>Liaison with relevant parties</p> <p>Creation and implementation of strategies for student support and management</p> <p>May complete and submit form electronically</p>
		Home School Classroom Teacher	<ul style="list-style-type: none"> ➤ Completes and submits electronic Transition Schedule Modification form ➤ Communicates the details of the schedule modification to relevant parties ➤ Makes arrangements to support the student through the change 	<p>Liaison with relevant parties</p> <p>Creation and implementation of strategies for student support and management</p> <p>May complete and submit form electronically</p>
		Transition Manager	<ul style="list-style-type: none"> ➤ Completes and submits electronic Transition Schedule 	<p>Liaison with relevant parties</p>

			<p>Modification form</p> <ul style="list-style-type: none"> ➤ Communicates the details of the schedule modification to relevant parties ➤ Makes arrangements to support the student through the change 	<p>Creation and implementation of strategies for student support and management</p> <p>May complete and submit form electronically</p>
	Family and Community Feedback	<p>e.g.:</p> <ul style="list-style-type: none"> • Parent(s)/Carer(s) • Family Members • Doctor • Pediatrician • Counselor • Social Worker • Psychiatrist/Psychologist • Juvenile Justice Staff • DoCS Worker • Aboriginal Community Member 	<ul style="list-style-type: none"> ➤ Provides support to the student during their involvement with The Bidgee School Transition Program ➤ Provides relevant feedback about the student's involvement with the Bidgee School Transition Program 	<p>Completes and submits form electronically</p> <p>May consult relevant parties in person</p>

PHASE 4: Completing Transition to the Home School	Conclusion of The Bidgee School Program Form	The Bidgee School Principal	<ul style="list-style-type: none"> ➤ Liaises with Transition Team members, and members of the school and wider community to obtain feedback about the appropriate time to conclude The Bidgee School Transition Program ➤ Completes electronic Conclusion of The Bidgee School Program form ➤ Forwards the completed form to relevant parties 	<p>Liaison with relevant parties</p> <p>Completes and submits form electronically</p>
	Student Agreement for Conclusion of The Bidgee School Program	The Student	<ul style="list-style-type: none"> ➤ Discusses their return to their Home School with relevant parties ➤ Completes and submits electronic Student Agreement for Conclusion of The Bidgee School Program form 	<p>Completes and submits form electronically</p> <p>Face to face consultation/ instruction with relevant parties</p>