

## Getting ready to leave school



# Getting ready to leave school

## Contents

Intro	3
How are you feeling?	4
Who can help	6
What your school should do	8
Planning your support	10
Deciding when to leave school	12
Thinking about your choices	13
You can change your mind!	14
Where to get advice and info	16
Your notes	22

All the advice "in quotes"  
comes from other young people!

## Intro

When you are getting ready to leave school you have lots of choices about what to do next.

Deciding what to do can be hard. You will have a lot to think about.

You can use this guide to help you. It gives you questions to think about and suggests people you can talk to. It also explains what your school can do to help you get ready to leave.

It's a good idea to give yourself lots of time to think about what you will do next. So why not start using this guide today!



“ Give yourself time to plan, and always have a back-up plan in case your first choice doesn't work out. ”

## How are you feeling?

Here are some things young people said to us about leaving school:

" I feel excited! "

" Worried - what's next?  
Am I prepared? "

" No parents telling me what to do! "

" I don't want to leave school - I'm  
pretending it's not going to happen. "

" It'll be good to feel in control of my life  
- services will talk to me not my mum! "

" Stressed out. "

" Bit overwhelmed about all  
these changes in my life. "

" Looking forward to earning my own money. "

## Who can help

Other people can help you think about who you are, what you are good at and what you enjoy doing. But remember that YOU know yourself best. You are making a choice for you and not for anyone else.

**Here are some people you could talk to:**

- ☉ family/carers
- ☉ friends
- ☉ teachers and other people at school
- ☉ social workers for children and adults
- ☉ careers advisers
- ☉ people at your local youth centre
- ☉ (if you are over 18) staff at the Jobcentre

“ It can help to talk to other young people who have already been through all this. ”

" If you're going to meetings and feel scared, take along an advocate or supporter who can help you get your points across. "

Here are some questions to think about:

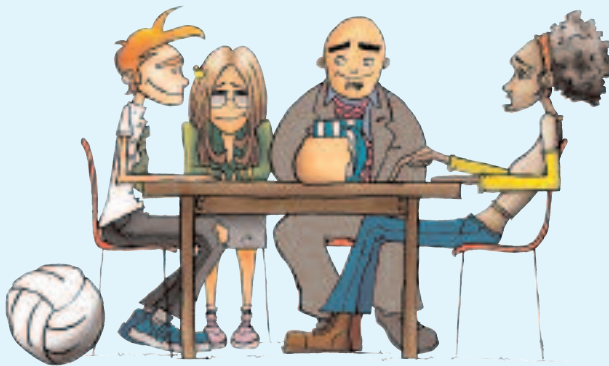
- What are my options?
- How can I get advice about money and benefits?
- Where could I live?
- How can I make new friends?
- How will I get around the places I want to go?
- What kind of job could I do?
- What subjects, exam results or qualifications do I need?



## What your school should do

Your school must make sure you can get advice and information about what you can do when you leave school.

Usually your guidance teacher, the school librarian or a careers adviser can help you with this.



**Here are some other things your school may do to help you get ready to leave school:**

- ☉ Help you learn to be independent.
- ☉ Arrange for you to go to a local college.
- ☉ Arrange for you to do work experience.
- ☉ Help you to write a 'CV' - a summary of what you are good at and what you have done.  
You can use this to apply for jobs and courses.



## Planning your support

If you get extra help, your school could help you plan the support you will need after school.

They should start planning at least 12 months before you leave.

The school should get in touch with people who could support you - like social workers or teachers at a college.

If you say it's OK, the school should tell them about you and the support you need.

For more info look at the Enquire guide

**What are additional support needs?**

(It's on [www.enquire.org.uk](http://www.enquire.org.uk) or you can ask us for your free copy.)



**You should be involved in making these plans for what you will do after school.**

One way to have your say is by going to ‘transition’ meetings. These meetings are a chance to talk about your options with your teachers, parents and other people who support you.

For more info look at these Enquire guides  
**What’s the plan? Your education and support**  
**Round the table - a guide to going to meetings**  
(They’re on [www.enquire.org.uk](http://www.enquire.org.uk) or you can contact us for your free copies.)



## Deciding when to leave school

The law says your parents or carers have to make sure you get an education until you are 16.

If you want to, you can leave school after you turn 16. Talk to your teachers about when you could leave. It will depend on when your birthday is.

### **But remember!**

You don't have to leave when you are 16.

You have a right to stay on at school if you want to.



## Thinking about your choices

When you're thinking about what you should do when you leave school, it can help to keep a record of your options. You can do this on your own or ask someone to help.

Here are some ideas for how to do it:

- keep a folder or scrapbook of all the info you get
- make a mind map with pictures of each option
- make a list of the good and bad points about each option, like this one below.

OPTION for example: stay at school, get a job...	Why it's good	Why it's bad

## You can change your mind!

You may decide to do something after school but then find it doesn't work out or you don't enjoy it.

Don't worry! Lots of people end up doing something different from what they first planned.

Doing something new is exciting, but it can also be scary.

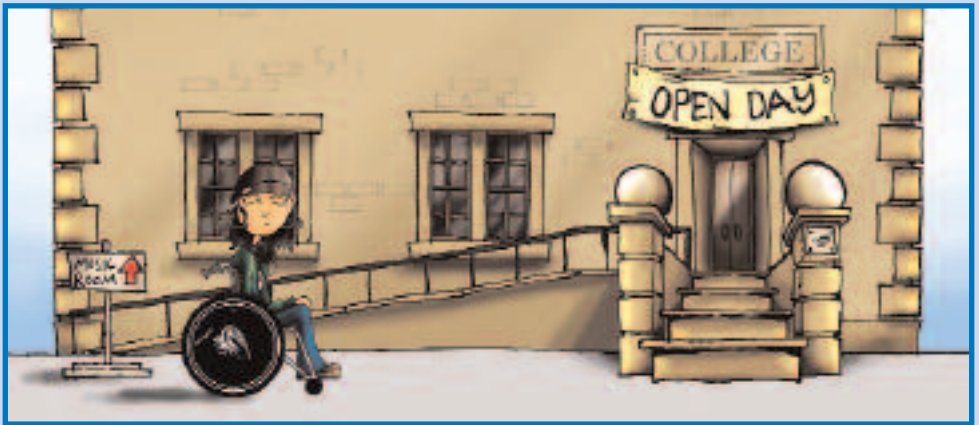
Try to:

- ☉ find things to look forward to
- ☉ find people who can help you
- ☉ spend more time doing things you like.

" Be prepared for  
the unexpected "

" Stay positive. "

" If you don't get into your first choice of job or course at uni, don't panic! There's other stuff you can do. "



" Speak to friends; they'll probably have the same worries as you. "

## Where to get advice and info

### getting extra help

**Enquire** - that's us! We can give you info and advice on how your school and other people can help you.

Telephone: 0845 123 2303

Textphone: 0131 222 2439

Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Web: [www.enquire.org.uk](http://www.enquire.org.uk)

### your choices

**Careers Scotland** can help you find out about your choices and get into work, college, university or training. Your school should arrange for you to talk to them - ask your guidance teacher about this.

You can also visit them at your local careers centre before and after you leave school.

Telephone: 08458 502 502

Textphone: 0141 889 8581

Web: [www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)

**The careers library in your school** will have info about jobs, courses and training. You can ask the librarian to help you.

***Moving on up*** is a website to guide you through the changes in your life when you become an adult. It has info on work, money, housing, and more. Visit [www.movingonup.info](http://www.movingonup.info)

***Skill*** gives info to disabled young people about education, training and employment.

Telephone: 0800 328 5050

Textphone: 0800 068 2422

Email: [admin@skillscotland.org.uk](mailto:admin@skillscotland.org.uk)

Web: [www.skill.org.uk](http://www.skill.org.uk)

***Young Scot Info Line*** can give you advice about training, work, money, housing, getting involved in the arts and more.

Telephone: 0808 801 0338

Email: [infoline@youngscot.org](mailto:infoline@youngscot.org)

Web: [www.youngscot.org](http://www.youngscot.org)

## doing a course or training

**Colleges and universities** can give you info about the courses they have. There will be someone in charge of student support who can tell you what help you can get. You can get their contact info from the 'Institutions' part of the **Skill** website [www.skill.org.uk](http://www.skill.org.uk)

**Learn Direct** can give you information on lots of different courses.

Telephone: 0808 100 9000

Email: [info@learndirectscotland.com](mailto:info@learndirectscotland.com)

Web: [www.learndirectscotland.com](http://www.learndirectscotland.com)

## getting a job

**Jobcentres** can help you find work and training if you are over 18. They can also tell you about benefits. You can find your nearest Jobcentre at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

## volunteering

***Project Scotland*** can help you get into full-time volunteering if you're 16-25 years old.

Telephone: 0845 841 6225

Email: [info@projectscotland.co.uk](mailto:info@projectscotland.co.uk)

Web: [www.projectscotland.co.uk](http://www.projectscotland.co.uk)

***Volunteer Scotland*** - find out more about volunteering and look for something to suit you at [www.volunteerscotland.org.uk](http://www.volunteerscotland.org.uk)

## housing and money

**Citizens Advice Scotland** can give you info about your rights. You can find your local Citizens Advice Bureau at [www.cas.org.uk](http://www.cas.org.uk). You can also get advice online at [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

**National Centre for Independent Living** - if you're disabled, NCIL can give you support and info about independent living. Visit [www.ncil.org.uk](http://www.ncil.org.uk) to find your local support centre.

**Shelter Scotland** can give you info and advice about leaving home, leaving care, having your own place and the support you can get if you're disabled.

Telephone: 0808 800 4444

Web: [www.shelter.org.uk](http://www.shelter.org.uk)

## social work and care

**Keyworkers** can help you sort things out if you need support from lots of different people. You can ask **CCNUK** (Care Co-ordination Network UK) if there's someone who could help you.

Telephone: 0131 229 8575

Email: [scotland@ccnuk.org.uk](mailto:scotland@ccnuk.org.uk)

Web: [www.ccnuk.org.uk](http://www.ccnuk.org.uk)

**Social worker** - you might have a social worker if you have a disability or if you and your family need support to be safe or get on with each other. If you need a social worker, you can find the phone number on your local council website or in the phone book.

**Who Cares? Scotland** can give you support and advice if you are or have been looked after by your local council (often called 'being in care').

Telephone: 0141 226 4441

Email: [enquiries@whocaresscotland.org](mailto:enquiries@whocaresscotland.org)

Web: [www.whocaresscotland.org](http://www.whocaresscotland.org)

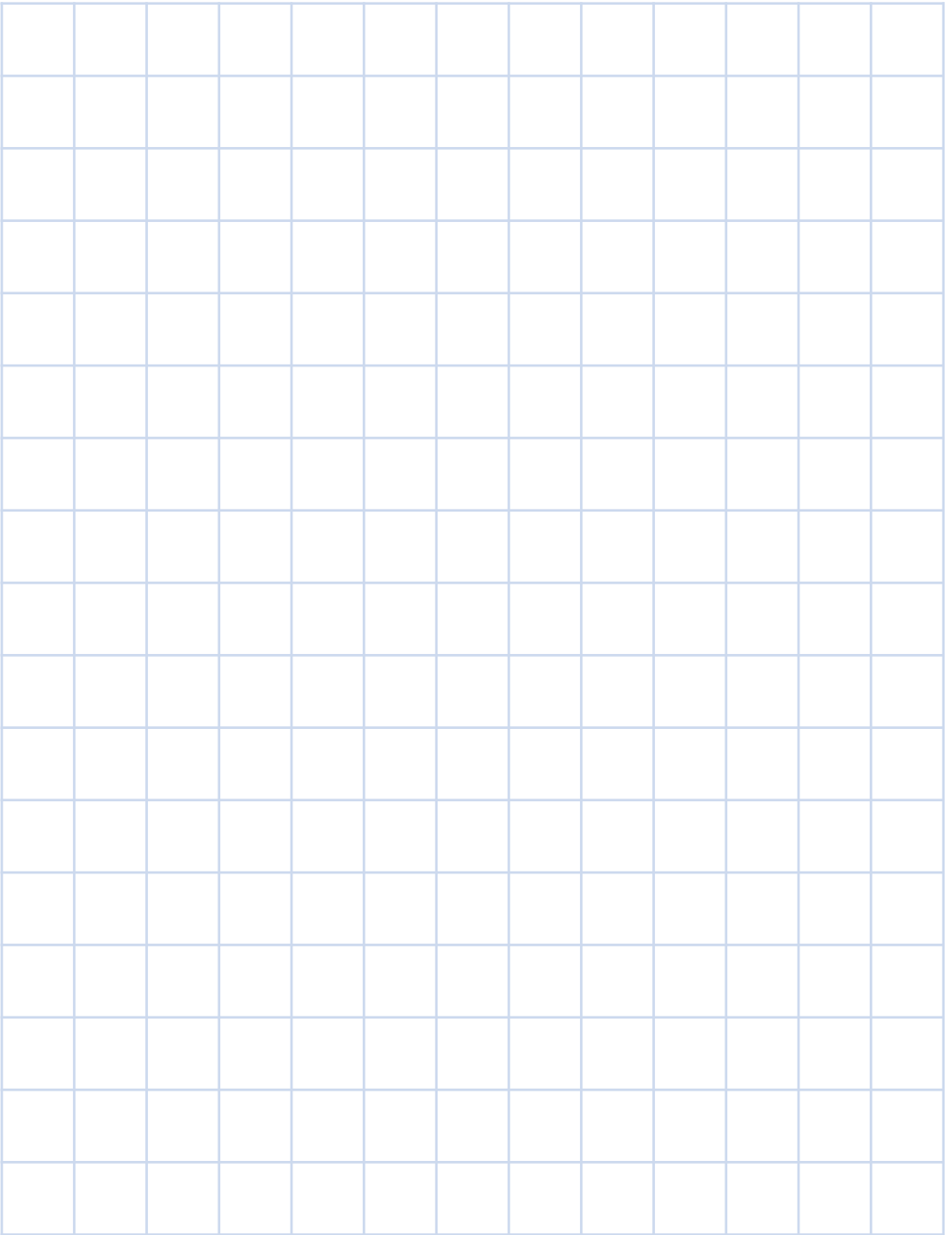
**YCNet** - a young carer is a young person who looks after someone in their family who can't manage on their own. YC Net has advice and discussion boards for young carers.

Telephone: 0141 221 5066

Email: [youngcarers@carers.org](mailto:youngcarers@carers.org)

Web: [www.youngcarers.net](http://www.youngcarers.net)





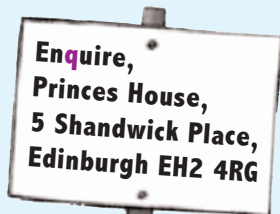
Enquire can give you advice and info by phone, email, online, in guides and at workshops in schools and out-of-school groups.



Good news! We've made other Enquire guides especially for you and your friends:

- What are additional support needs?
- People who can help
- Going to secondary school
- What's the plan?  
Your education and support
- Getting help with exams
- Round the table - a guide to going to meetings
- Have your say (a DVD about getting your views across)

Get in touch with us for your free copy, or download from [www.enquire.org.uk](http://www.enquire.org.uk)



Enquire is managed by Children in Scotland and funded by the Scottish Government

**Children in Scotland**  
www.childreninscotland.org.uk

