

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB

www.deboraelijah.com; pa@elijahsocialskills.co.uk; 0740 588 9912



Protocol for Leaving ESCSC Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

The purpose of this policy is to outline the procedures and responsibilities when a child leaves the Elijah Social Cognitive Skills Centre (ESCSC), whether due to graduation, transfer, or withdrawal. This ensures a smooth transition for the child and compliance with administrative and legal requirements.

Definitions

- **Child Exit:** The process of a child formally leaving ESCSC.
- **Transfer:** The process of a child moving to another educational institution.
- **Withdrawal:** The process of a child leaving ESCSC without transferring to another institution.

Protocol

1. Notification

- **Parents/Carers Notification:** Parents/carers must notify ESCSC in writing of their intention for their child to leave at least two months before the last expected day. This notification should include the reason for leaving and the expected last day of attendance.
- **Management team:** Must inform the relevant key therapist of the child's departure.

2. Exit Meeting

- **Scheduling:** An exit meeting should be scheduled with the parents/carers, child, and appropriate key therapist/s.
- **Discussion Points:**
 - i. Reason for leaving.
 - ii. Transfer/withdrawal process
 - iii. Academic records and transfer of records
 - iv. Return of ESCSC property (e.g., books, materials)
 - v. Settlement of any outstanding fees

3. Work Records

- **Transcripts and Records:** Prepare the child's completed work to be sent home or shredded, if not wanted by parents/carers.

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- **Record Transfer:** Only a final progress report will be shared with a new institution.
- 4. Financial Settlement**
 - **Outstanding Fees:** Review the child's account for any outstanding fees. Notify the parents/carers of any amounts due and provide instructions for payment.
 - **Refunds:** Process applicable refunds (e.g., deposits, missed/complimentary sessions) accordingly.
- 5. Return of ESCSC Property**
 - **Inventory Check:** Ensure that all ESCSC's property (e.g., textbooks, technology devices) issued to the child is returned.
 - **Damage Assessment:** Assess the condition of returned items and note any damage or missing items. Notify parents/carers of any charges for damages or lost items.
- 6. Exit Meeting**
 - **Purpose:** Conduct an exit meeting with the child and parents/carers to gather feedback about their experience at the ESCSC. Transition strategies will also be discussed and suggested during this meeting.
 - **Feedback Utilisation:** Use the feedback to improve ESCSC policies, procedures and services.
- 7. Updating ESCSC Records**
 - **Child Database:** Update the child database to reflect the departure, ensuring all records are accurate and up-to-date. Archive the information for the required period as listed in the **ESCSC Record Retention Policy**.

All information related to the child's departure and records will be handled with confidentiality and in compliance with applicable privacy laws and **ESCSC Data Protection Policy**.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.