For students that are due to transition, I would like to take this opportunity to inform you of the process for starting the transition procedure and also for being allocated a social worker **should you require one**. There are two ways that this can be achieved:

**Phone:**

* Phone 0121 808 0028
* Once you are connected to an advisor, you should explain that the student is currently attending The Hive College and is due to leave in July 2023.
* Give details of where you would like your child to transition to after college and the advisor will record your details. They will start the process of allocating one.

**Online:**

* Log on to: **https://www.birmingham.gov.uk/info/20018/adult\_social\_care/115/how\_to\_contact\_us\_about\_adult\_social\_care\_services\_and\_support**
* Click on the purple ‘Online referral form: Begin now’ button
* Click the option for ‘No, this form is about someone else’
* Fill out the form with the students details

Once you have completed either one of the above options the Transitional Team will begin the process of allocating a social worker, should your situation require one. Please can I highlight that the process of allocation can take some time. If you do not require a social worker then the Transitional Team will inform you of this.