



# Housing Toolkit: Easy read guide: Planning the move to my new home



A guide for people with learning disabilities in  
East Sussex and those supporting the move

February 2020



# How to use this booklet



If you need help to read this you could ask

- a support worker
- someone in your family
- a friend or carer



This is a guide to help you plan your move into your new home.

You can use this guide to









- help you **plan** your move into your new home



- help you think about the things that will make your move a **good experience**.

Words highlighted in **blue** are explained on pages **63** and **64**

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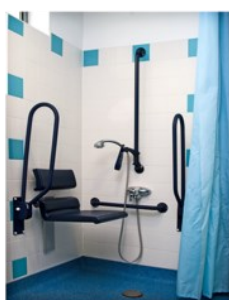
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# What is a plan for moving into my new home?



A plan is when you

- think about what is going to happen
- decide how you want it to happen.



Moving home can be a scary experience.

Your plan can help you to think about your move and make it a good experience.



Your plan can also help the people who care about you to feel ready for your move.



Your plan will **include**:

- **Information** about you
- Information about your new home
- A list of things you want or need to take with you.

There can also be other things in your plan that are not on this list.

# How do I complete my plan?



Your family, supporters or people who are close to you can work with you to complete your plan.



You can complete your plan on a computer or you can print it off and complete it by hand.



This is your plan and it should include what you want it to.

You can add your own pages if you think of other things you want to say.



You can print off or photocopy more copies of the pages that you need more of.



You can delete or take away the pages that you do not want to use.



You can start making your plan as soon as you know you are moving.



You can add more information to your plan when you know more about your move.



There are some examples of pictures that you can use to complete your plan on pages 60 to 62.

# How will my plan be used?



Your plan is for you but it is also a way to tell your new supporters what you need.



If you want to share your plan with your new housing provider, supporters or staff, they can use it to make sure your move goes well.



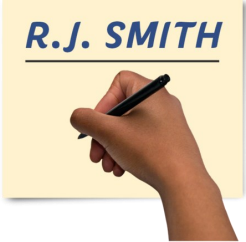
Your plan may be helpful for your new housing provider, supporters or staff because

- it gives them important information about you
- it tells them how you want to live your life.

# Moving Home My Plan



# About me



My name

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A large, rounded rectangular box with a purple border, intended for a photograph of the user.



You can put a picture of you in this box



Other important things about me, for example my age, my **hobbies** and my friends

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# My new home



You can put a picture of your new home in this box



You can put a different picture of your new home in this box

# Where my new home is located



Town

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A large, empty rounded rectangular box with a purple border, intended for a photograph of the town.



You can put a picture of the town in this box



Street

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A large, empty rounded rectangular box with a purple border, intended for a photograph of the street.



You can put a picture of the street in this box



# What I can see from my front door



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You can put a picture of what you can see in this box

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You can put another picture of what you can see in this box

# What I would like in my new bedroom




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 You can put a picture of belongings or furniture that will move to your new home with you

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 You can put another picture of belongings or furniture that will move to your new home with you

# Colours I would like in my new bedroom



You can put colour swatches or examples of colours that you would like in this box

# What I would like in my new living room



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You can put a picture of belongings or furniture that will move to your new home with you

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You can put another picture of belongings or furniture that will move to your new home with you

# Colours I would like in my new living room



You can put colour swatches or examples of colours that you would like in this box

# Things that make my house a home



Some things that are important to me that will make me feel at home are

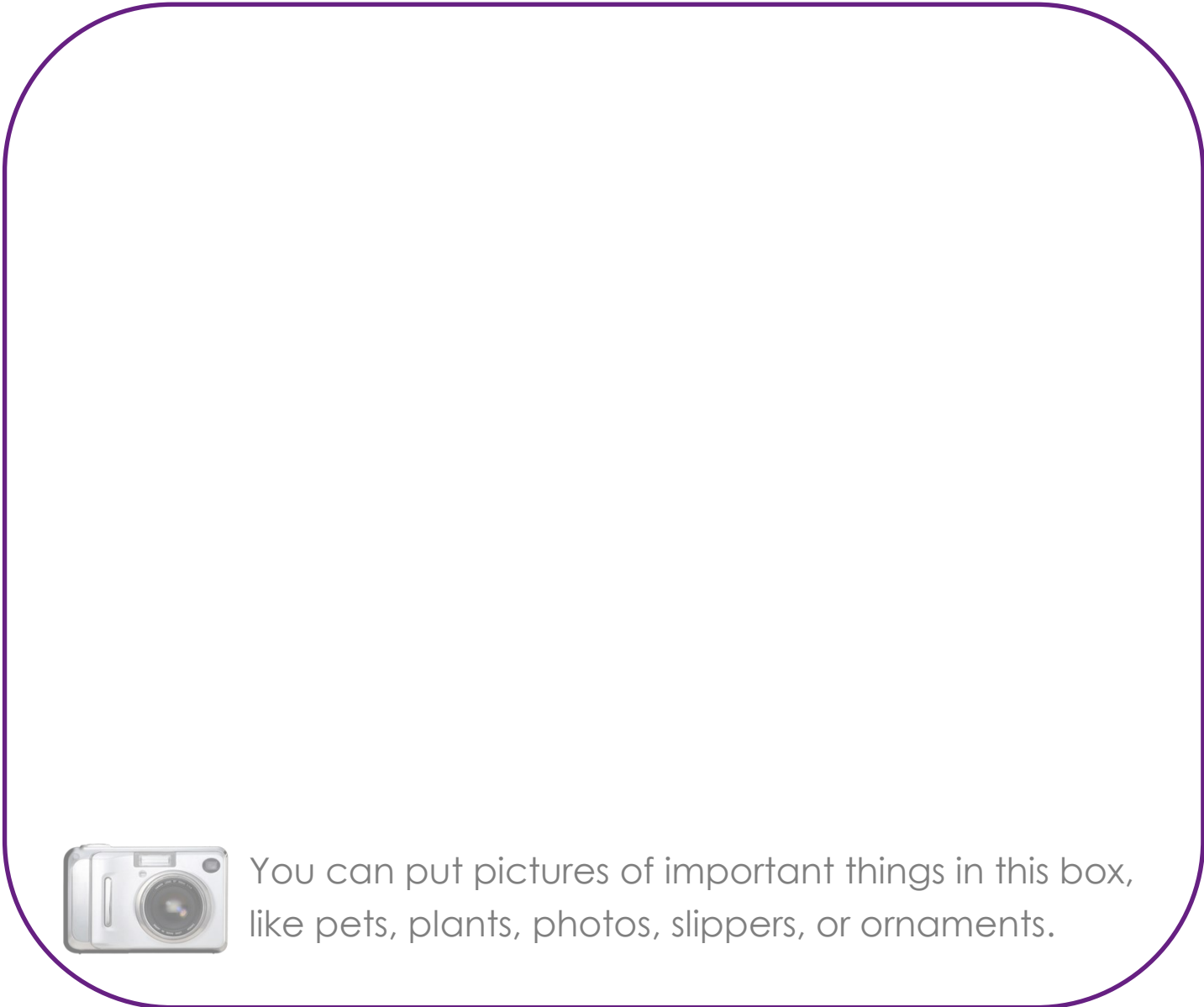
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You can put pictures of important things in this box, like pets, plants, photos, slippers, or ornaments.

# People I will meet in my new home



I will be living with or close to

\_\_\_\_\_

You can write the person's name on the line above



You can put a picture of the person you will be living with or close to in this box

This person will be my

room mate

house mate

neighbour

other \_\_\_\_\_

Tick the box that is true

# Staff who will support me



Name

\_\_\_\_\_

You can write the person's name on the line above



What job do they do?

\_\_\_\_\_

You can write the person's job on the line above

A large rounded rectangular box with a purple border, intended for pasting a photograph of a staff member.



You can put a picture of the staff member in this box



# Staff who will support me



Name

\_\_\_\_\_

You can write the person's name on the line above



What job do they do?

\_\_\_\_\_

You can write the person's job on the line above



You can put a picture of the staff member in this box

# My relationships



You can use this section to think about the different people you have in your life.



Thinking about the different people you have in your life is important when you move because

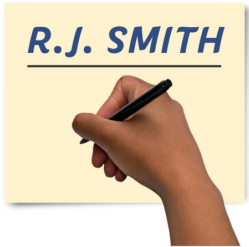
- you do not want to **lose touch** with anyone that you would like to stay **in contact** with
- staff and the new people that you meet can help you stay in touch with the important people.



Think about how moving home might change how you see or stay in touch with people like

- your family
- your friends
- people you live with or near by to.

# My family



Name

\_\_\_\_\_

You can write your family member's name on the line above

Who are they?

\_\_\_\_\_

For example, are they your brother, sister, cousin or parent?



You can put a picture of the family member in this box



How often I like to see them

often

sometimes

never

Tick the box that is true



How and where I see this person

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How I keep in touch with this person

visits

phone

letter

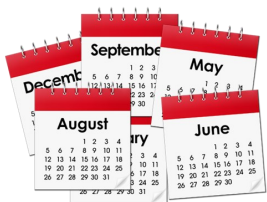
email

cards on special occasions

other \_\_\_\_\_



Tick all of the boxes that are true



## Important dates

Write any important dates that you share with your family member and would like to remember.

Examples are birthdays, anniversaries and other special times.

Date \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_



If I am ill, please contact this family member

yes

no



When important things happen in my life, support me to tell this family member about them

yes

no



## The family member's contact details

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## Any other information

If you have anything else that you want to say about this family member, you can write it here

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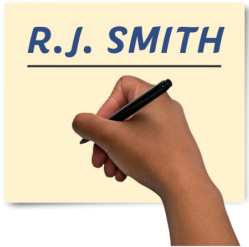
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# Other people in my life



Name

\_\_\_\_\_


You can write the person's name on the line above



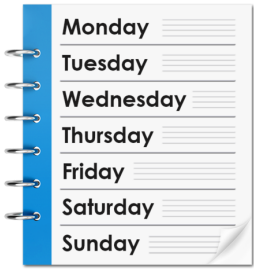
Who are they?

\_\_\_\_\_

Write how you know them on the line above



You can put a picture of the person in this box



How often I like to see them

often

sometimes

never

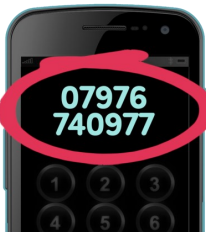
Tick the box that is true



How and where I see this person

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How I keep in touch with this person

visits

phone

letter

email

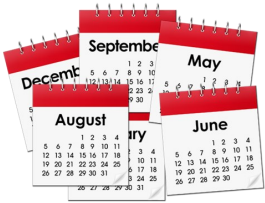
cards on special occasions

other \_\_\_\_\_



Tick all of the boxes that are true





## Important dates

Write any important dates that you share with this person and would like to remember.

Examples are birthdays, anniversaries and other special times.

Date \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_



If I am ill, please contact this person

yes

no



When important things happen in my life, support me to tell this person about them

yes

no



This person's contact details

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Any other information

If you have anything else that you want to say about this person, you can write it here

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# People I do not see anymore but want to remember



Name

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You can write the person's name on the line above



You can put a picture of the person in this box



Who are they?

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Write how you know them on the line above

How I want to remember them

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# People or places that I like to visit



Name of person or place

\_\_\_\_\_

You can write the name of the person or place on the line above



You can put a picture of the person or place in this box



How I visit the person or the place

\_\_\_\_\_

Write the type of **transport** that you use to visit the person or the place on the line above

# People I would like to meet in my new community



You can use this space to write down the names of people you would like to meet or be **introduced** to in your new community.

For example, your local police officer or the person who works in your local shop.

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You can add pictures from the picture library on pages 60 to 62 of the people you would like to meet

# Places I want to find in my new community



You can use this space to write down the names of the places you would like to find and go to in your new community.

For example, your local swimming pool, library, place of worship or bus stop.

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You can add pictures from the picture library on pages 60 to 62 of the places you want to find

# My visits to my new home



You can use this part of your plan like a diary.

You can add information when you visit the place you are moving to.



I went to visit

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You can write the name of the place you visited on the line above



What I did when I visited

Add information about what you did when you were there

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Who I met when I visited

Add information about who you met when you were there

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How I felt went I visited, and what I liked or did not like

Add information about how you felt when you were there

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Questions that I have about my new home

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# Things I will need for my new home



This section has a list of things that you might need in your new home.



You can tick the box to say if you already have the thing on the list or if you need it.

If you do not have the thing on the list or do not need it then you do not need to tick a box.



You can use the list when you are shopping for what you would like in your new home.



Your new home may already have some of the things on the list so it is good to check before you buy anything.

# Kitchen Checklist



Cooker

got it

need it



Fridge

got it

need it



Freezer

got it

need it



Washing machine

got it

need it



Kitchen table and chairs

got it

need it



Rubbish bin

got it

need it



Clock

got it

need it



Kettle

got it

need it



Toaster

got it

need it



Microwave

got it

need it



Bread bin

got it

need it



Can opener

got it

need it



Baking tray

got it

need it



Chopping board

got it

need it



Set of knives

got it

need it



Measuring jug

got it

need it



Mixing bowls

got it

need it



Oven gloves and tea towels

got it

need it



Pots and pans

got it

need it



Bottle opener

got it

need it



Salt and pepper pots

got it

need it



Utensils

got it

need it



Cutlery

got it

need it



Cups, mugs and glasses

got it

need it



Plates and bowls

got it

need it



Cleaning cloths and washing up liquid

got it

need it



Dustpan and brush

got it

need it



Mop and bucket

got it

need it



Other things I want in my kitchen

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# Living Room Checklist



Sofa or armchairs

got it

need it



Coffee table

got it

need it



Bookshelf

got it

need it



Curtains or blinds

got it

need it



Lamp

got it

need it



TV and TV stand

got it

need it



Vacuum cleaner

got it

need it



Photos or pictures

got it

need it



Plants

got it

need it



Cushions

got it

need it



Other things I want in my living room

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# Bedroom Checklist



Bed and mattress

got it

need it



Bedside table

got it

need it



Bedside lamp

got it

need it



Wardrobe

got it

need it



Chest of drawers

got it

need it



Bedding

got it

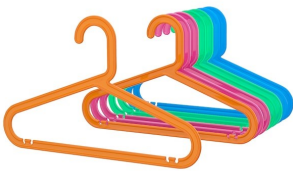
need it



Alarm clock

got it

need it



Clothes hangers

got it

need it



Mirror

got it

need it



Rug

got it

need it

Other things I want in my bedroom




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# Bathroom Checklist



Towels

got it

need it



Toilet roll holder and toilet roll

got it

need it



Shower curtain

got it

need it



Bath mat

got it

need it



Toilet brush

got it

need it



Weighing scales

got it

need it



Bathroom bin

got it

need it



Other things I want in my bedroom

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## Other things that I may want to buy



Drying rack for clothes

got it

need it



Iron and ironing board

got it

need it

# People that I need to tell I am moving



There are some people or companies that you should tell you are moving home.



You might need to tell them your new address and phone number in case they need to contact you.



Doctor

done

not done yet

need help



Dentist

done

not done yet

need help

done



Opticians

not done yet

need help



Bank or building society

done

not done yet

need help



Benefits agencies

For example DWP, DLA or PIP,  
Housing and Council Tax

done

not done yet

need help



Employer

If you are working

done

not done yet

need help



Electoral register

done

not done yet

need help





Post office

To make sure your letters go to your new home

done

not done yet

need help



DVLA

If you have a car

done

not done yet

need help



Water company

done

not done yet

need help



Electricity company

done

not done yet

need help



Gas company

done

not done yet

need help



Landline telephone company

done

not done yet

need help



Mobile phone company

done

not done yet

need help



TV company

done

not done yet

need help



Internet company

done

not done yet

need help



Subscriptions to newspapers or magazines

done

not done yet

need help



Library

done

not done yet

need help



College

If you go to college

done

not done yet

need help



Any clubs I am a member of  
Like sports teams or art classes

done

not done yet

need help



Other people or companies I want or need to tell I  
am moving

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# Picture library

The following pictures can be used in your plan if you need them.

## Numbers

0 1 2 3 4 5 6 7 8 9

## Furniture



## Electrics



## Places



## Transport





# People and places in the community



Chip Shop



Newsagent



## Glossary (explaining words)

<b>Word</b>	<b>Meaning</b>
<b>plan</b>	think about something that is going to happen and decide how you want it to happen
<b>good experience</b>	something that happens that feels good
<b>complete</b>	fill in or finish
<b>located</b>	where the thing or place is
<b>remember</b>	keep in your mind and not forget
<b>community</b>	the area that you live in and the other people who live there
<b>checklist</b>	a list of things or things to be done that you can use to remind you about them or to do them



<b>Word</b>	<b>Meaning</b>
<b>include</b>	have in it
<b>information</b>	facts about something
<b>hobbies</b>	things you like doing
<b>lose touch</b>	not having someone in your life anymore
<b>in contact</b>	keeping someone in your life
<b>transport</b>	how you get somewhere, for example by car, bus or walking
<b>introduced</b>	say hello to and get to know

