BARTONS PRIMARY SCHOOL
TRANSITION POLICY

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Introduction
This policy was developed through consultation with members of staff and Governors.

Principles
- Transition procedures should involve the child and his/her individual needs
- It is important to work effectively with all adults including practitioners and parents
- There should be a professional regard for the previous setting
- Transition should motivate and excite children

Responsibilities
Individual class teachers and the SENCO, where appropriate, are responsible for implementing the policy and liaising appropriately. The Headteacher is responsible for overseeing the whole school delivery of the policy.

Aims
- To ensure that children feel settled, secure and happy and that all transitions take place as smoothly as possible for the children
- To allow professional dialogue between all those involved with the child
- To ensure that information is passed on accurately and appropriately
- To ensure that staff have an awareness of the needs of each child in their care
- To ensure smooth progression and continuity of practice
- To ensure that the school environment is familiar to the children and systems are in place that are used throughout the school (eg organisation of resources, classroom areas etc)

Procedures

Pre-school to Reception
- Several open afternoons are run in the autumn term for parents and children to visit the school
- Teachers visit local nurseries to observe children and talk to practitioners. We also share useful information at local area meetings
- There is a new parents meeting in the summer term for parents to meet the class teacher and listen to important information presented
- A visit in July when children spend time in their new classes without their parents

- Home – school activities are issued which are followed up when children start school and build links to home.
- There are opportunities for discussions with parents, to share relevant information about their children, while children meet the Reception class staff.
- Nursery records are passed on and some discussions with nursery providers take place
- Home Visits may take place in the Summer/Autumn Term, if necessary
- In some circumstances, and in discussion with parents, we can negotiate a part-time start to school. This is determined by a child's needs and readiness for school.

Reception to Year 1

- Reception class visit Year 1 for change over day so that they are familiar with the Year 1 classroom
- Induction day in July – children spend time in their new classes
- Meetings between Reception and Year 1 teachers to discuss individual children
- Records passed from Reception to Year 1 teacher
- Continuation of the EYFS (Early Years Foundation Stage) curriculum into Year 1, if appropriate
- Continuity of curriculum activities (phonics, reading scheme, Child Initiated Learning Splash etc) and Behaviour Management strategies

Years 2-5

- Induction day in July – children spend time in their new classes
- Meetings between teachers to discuss individual children
- Records passed from year group to year group teacher
- Continuity of curriculum activities (phonics, reading scheme etc) and Behaviour Management strategies
- Pupils visit their new classrooms and teachers for change over day. This is particularly helpful for SEN pupils

In-Year Transition

- Parents visit the school (with or without their child)
- It is suggested that the child visits for a taste day/session
- Discussion with current school (Class teacher, Head, Deputy, SENCo could be involved)
- For pupils transferring in-year to other schools updates / information is sent detailing general information and their current level of attainment.

Year 6 to Secondary School Transfer

- The local secondary schools run a variety of enrichment activities for Year 5 and 6 pupils to take part in.
- Some secondary schools offer their teachers to visit and to teach the Year 6 class/es i.e. taster Maths lessons.
- At the beginning of Year 6, teachers from the secondary schools visit to discuss with the cohorts what happens in Year 7. The children are able to ask questions.
- Parents are encouraged to attend the secondary school open evenings in the area. The dates and arrangements are advertised on our own school website.
- Parents are reminded about the deadline for the secondary transfer application.

- In the summer term, a representative (i.e. Year Head or Year 7 lead) visit the current Year 6 teachers to discuss individual children and their needs. Year 6 teachers are required to complete transition forma for each pupil by the end of the summer term.
- The pupils spend the day in their new secondary school on the agreed area transition day. Pupils with additional needs can be offered additional days or attendance at some of the summer schools. This is arranged by the secondary school directly with parents.