

Penllergaer Primary School



Transition Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Transition is defined as liaison between members of staff at specific intervals in a child's school life. This liaison can be between members of the teaching staff but liaison meetings could include parents, Teachers, TAs, Access to Learning or outreach Support Teachers/staff eg Stepping Stones, staff from the Pupil Referral Unit Service and other bodies that have an interest in a particular child or children.

Transition liaison happens when a child starts at Penllergaer, moves on to the next year group, from Foundation Phase to Key Stage 2 and then on to Secondary school in Key Stage 3.

Year Group Transfer

Class teachers from one year group might well liaise informally with teachers in the following year group on occasion during the school year, concerning the whole year group, one class, or a particular child or children. It can even occur when a child transfers from one school to another.

Formal liaison between year-group class teachers is organised towards the end of the school year, when reports have been written and individual Records of Achievement and Records of Assessment are up to date. The meetings are held at a mutually convenient time in the summer term. At the meeting, details of individual pupils' progress and needs are conveyed in the form of oral comments and written information. The following documents are transferred:

- ◆ copy of each child's last Annual Report, some samples of work if applicable, reading records and Individual Pupil Tracking sheet.
- ◆ Individual pupil data sheets

Other written information to be transferred might include comments from the SENCO, medical plans, EMLAS Teachers, Access to Learning / outreach Support Teachers, etc.

Copies of all class long-term and short term planning is available electronically and teachers have copies. It is not necessary to define the actual work covered by the children in a year-group class but it is useful for class teachers to generalise about which areas of work could need particular attention in the following year. Teachers analyse test data which is needed to set individual targets for pupils as well as inform future planning by the next teacher.

Individual class teachers transfer documentation for hand-over at a given meeting towards the end of the summer term.

Class teachers ensure their year-group 'topic files' are up to date by the end of the school year. The Head Teacher monitors this. This supports continuity and progression across the whole Curriculum, and within and between each Key Phase and Stage.

Towards the end of the summer term, the Year 6 spend a week's transition at the Secondary school. During this week, the rest of the children in Penllergaer Primary School visit their new teacher in their new classrooms.

In addition, the Reception and Year 3 class teachers hold a parent coffee morning/session to outline transfer procedures, class expectations and routines and discuss any concerns and questions parents may have.

Starting Nursery

New Nursery pupils have a taster session prior to starting Nursery and receive an induction pack containing crayons and colouring activity, school information and a 'welcome to our nursery' leaflet which has photos of the staff the child will meet. This familiarises the child

with the adults in the nursery and makes for a smoother start. There is phased entry depending on the date of each child's third birthday.

Transfer between Foundation Phase and Key Stage 2

As staff work as a team at Penllergaer Primary School, the transfer of children between Foundation Phase and Key Stage 2 causes minimal disruption to the children, and is regarded as very similar to any other Year Group transfer. Year 2 TA results for each child are discussed in depth with the Year 3 teacher as these inform pupil groupings, planning of the curriculum to meet the needs of the pupils and individual pupil support required.

Transfer between Key Stage 2 and Key Stage 3

The member of staff responsible for Primary/Secondary liaison in each of the Secondary schools, to which Penllergaer Primary School feeds children, visits the school in the autumn term to distribute school brochures and other information to Year 6 children.

In the summer term, staff from the Secondary schools, at which Year 6 children have been given places, visit the school to talk to the children and staff of Year 6. The SENCO from the appropriate Secondary school is invited to the Year 5 and 6 Annual Review of a child with a Statement of Special Needs.

The following documents are transferred from Penllergaer Primary School to each child's Secondary school:

- ◆ Statutory Transfer Form from Key Stage 2 to 3, including the Unique Pupil Number
- ◆ details of test results, including teacher assessment and individual scores
- ◆ individual Records of Assessment
- ◆ details of Statements of Special Needs
- ◆ details of Child Protection issues, if appropriate. These records will be sent directly to the designated Child Protection Officer at the receiving school.

Admissions

See admissions policy and procedures

Cross-School Transfer

When a child transfers from Penllergaer Primary School to another school, the parents are asked to provide the address of the child's new school. The parents should, in turn, give the new school full details Penllergaer Primary School's address and telephone number, so that their child's records can be transferred quickly and efficiently.

As soon as the child's class teacher knows that the child is leaving, the child's Records will be brought up to date. All the documents should be given to the school secretary, who will send it on to the child's next school. Class teachers can send a sample of the child's exercise books to the next school or give them to the child to keep.

After a child has transferred to another school, it is customary for the secretary of that school to telephone Penllergaer Primary School and request the child's records. These are then sent to the new school and records electronically transferred as per LA policy.

The following documentation will be forwarded to the receiving school.

- ◆ Statutory Transfer Form, including the Unique Pupil Number, attendance record and the child's progress against the attainment targets for the current Key Stage.
- ◆ Examples of pupil's current work, including work books.
- ◆ Details of Baseline Assessment, test results, including teacher assessment and individual scores, if appropriate.
- ◆ Details of Special Needs, if appropriate.
- ◆ Details of Child Protection issues, if appropriate. These records will be sent directly to the designated Child Protection Officer at the receiving school.

Equal Opportunities

As part of our overarching aim for pupils to fulfil their full potential across the curriculum we will endeavour to ensure that all children are given the necessary support to access learning in this area in line with our equal opportunity and disability scheme.

Review

This policy is reviewed annually or sooner if necessary.