

# A St. Michael's CE (VA) Junior School Policy



## TRANSITION POLICY

<i>Reviewed by the Pupil &amp; Curriculum Committee:</i>	Autumn 2017
<i>Ratified by the Pupil &amp; Curriculum Committee:</i>	Autumn 2017
<i>To be reviewed:</i>	Autumn 2019

## **Aim**

To ensure that children have a seamless transition from one class to another agreed procedures are in place to ensure that learning and provision is uninterrupted.

## **Policy into Practice**

### **Year 2 to 3**

Prospective parents are invited to attend a tour in small groups, arranged on a variety of dates, in the second half of the autumn term, with any parents not being able to attend, being accommodated at mutually convenient times.

The vast majority of the pupils join us in Year 3 from Galleywood Infant School (GIS) which is on the same site as St. Michael's.

From October 2015, there will be an Open Day every year for prospective parents. This will involve a talk from the Headteacher, sampling of food from the kitchen, a performance from the school choir and guided tours of the school in operation by children in Year 6.

## **Administration**

All children from Galleywood Infant School are given a place at St Michael's but parents do need to register either at the school office or online via the website.

A letter is sent to all year two parents from the junior school inviting them to the various tour groups that will be taking place and to also remind them to register their child at our school by January of the following year.

School Handbooks with all the relevant information that parents need will be distributed at the induction meetings held in June. Any child whose parent has not attended will be given their handbook via the infant office.

All electronic CTF files are collected before the end of the term in July and entered on Sims. Paper records are sent to us and stored in the office filing cabinets.

The School Business Manager is responsible for the administrative arrangements for Y2/3 transition

## **Practical Arrangements**

With this in mind, we arrange a variety of activities in the last half of the summer term, usually one per week. This includes:

- The SENCo and Assistant SENCo attending the Year 2 SEN One Plan reviews and for additional transition plans to be made for pupils with Statements.
- The current Year 3 pupils from St. Michael's visit the Year 2 pupils and hold a Q and A session with them in their classrooms.
- The Pastoral Care Manager leads an assembly with the St. Michael's playleaders at GIS.
- For one week the Year 2s visit St. Michael's at playtimes and on one day they also have the opportunity to buy tuck from the trolley.

- The Year 2 and Year 3 teachers and LSAs meet to discuss each pupil's needs and a proforma is used to guide these discussions (see appendix). Also, the pupils' Maths and Writing books are handed over to the new teachers.
- From May half-term the children in Year 2 start a new writing book which will travel with them to the junior school in September. This is to ensure continuity and to get children to look back at their work they have completed and hopefully improve on.
- The current Year 3 pupils invite the Year 2s for a tour of the school and then share reading books with them.
- On a Friday afternoon the Year 2's join St. Michael's for a weekly Celebration assembly.
- Towards the end of the summer term the Year 2s spend lunchtime at St. Michael's and have either a packed lunch, a school dinner or a Grab and Go option.
- Mid-June there is a parents' induction meeting held in the afternoon and again in the evening. At this meeting the school handbook and other essential forms are handed out and samples of food from the kitchen is available for the parents to try. Any parents who do not attend then get these posted to them.
- In the last week of term, the Year 2s watch the dress rehearsal of the Year 6 Production, attend 'Meet the Teacher' evening and receive an information booklet written by the current Year 3s.
- For those pupils coming in from other schools we invite them to all of the transition events and encourage them to attend as many as possible to enable a smooth transition.

A review meeting is held at the end of September/Early October with parents to ensure that transition has gone smoothly. Y3 children sit baseline assessments after approximately 1 month to check on current attainment levels.

The Lower School Leader is responsible for these practical transition arrangements.

### **Years 3, 4 & 5**

There is a transition evening held for parents who have children currently in years 3, 4 and 5 in mid - June every year. It is a chance for them to meet their child's new class teacher and support staff. The teachers will explain the expectations of the new year group and go through homework requirements and other house - keeping issues. Parents will have time to ask any questions they wish.

Following end of year assessments, final teacher assessments are updated and inputted onto our own tracking assessment system.

Discussions are arranged with the new class teacher to go through the following aspects of each child:

- Progress and attainment (and whether 'on track' from KS1 position to make at least expected progress); provision mapping; interventions undertaken (and impact)
- Social & Emotional Needs – interventions; emotional intelligence (e.g. special interests and strengths) to enable good relationships with new teacher/adults to be formed;
- SEN needs – One Plans, provision mapping (including the needs of the more able)

- Partnership with parents/carers (RAG rating)

The following will be passed to the new class teacher, following discussions:

- One Plans
- KPI grids
- Maths Not As We Know It Grids
- Jonathan Bond Grids for reading and writing
- IEPs and assessment
- Pupils workbooks – Maths; Cross curricular writing books
- Notes from Pupil Progress meetings

**There are no class changes made. The classes travel through the school as they were in Year 3.**

Children have at least half a day in their new classes to meet their new teacher and be introduced to and help plan the key themed learning they will participate in.

### **Year 6**

Parents and carers of pupils in Year 6 receive information regarding the secondary schools admissions process directly from Essex County Council. (Further information can be found at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)). Support and advice may be given, by the Pastoral Care Manager, to families who may find the admissions process difficult.

Whilst deciding which secondary schools to apply for, pupils may take authorised leave of absence to attend open days and daytime visits.

From the October of Year 5, the school offers before school sessions twice weekly to pupils wishing to practise for the 11+ tests, for those parents who wish their children to be considered for the selective grammar schools. There is a meeting held in October to give parents information that they require, so that they can make an informed choice about secondary selective education. These sessions are free of charge and open to all pupils.

The Year 6 teachers, Pastoral Care Manager and SENCO work closely with local secondary school staff to pass on information regarding all pupils, including teacher assessments and SATs results. For pupils with SEN requirements or those who may find the transition process difficult, extra preparatory visits to secondary schools may be arranged during the summer term as required.