

School Policy

Transition Policy

AP- 62 March 2017



Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copy of this document in the office and an electronic version is available on our website in the policies area.

All other copies (electronic and paper) are uncontrolled.

Document History

Filename: Transition Policy.doc				
Issue	Description of Change	Author	Checked	Date
A	Initial – Based on Model Transition Policy from Longwill School	JRE		16.6.09
1	Amended by J Briggs and checked by CPS	JB	CPS	Jan 2014
2	Amended by J Briggs	JB	Policy Committee	March 2017

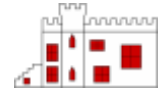
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1 Policy for Transition

This Policy has been written for pupils within our school, who are experiencing change at various stages in their school life,

Rationale

- Any change can be a time of stress and potential upset for a child and their family
- At North & South Cowton Community Primary School we feel it is important to manage this change sensitively and supportively.
- Excellent communication and direct experience is crucial in order to maximise children's learning, building on the skills, knowledge and understanding which they have already developed.
- All members of our school community need to feel supported when faced with new challenges and situations from Nursery to Early Years Foundation Stage (Reception) and Key Stage 1 to Key Stage 2 and KS2 to KS3.

Equal Opportunities

No discrimination will take place, regardless of race, gender or disability. Children will be supported equally, according to their needs.

HOME TO SCHOOL

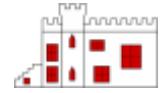
- School website offers information about school
- Establish links with external agencies already supporting the child
- Visits to the classes for pupils and family of those moving to Reception and Year 3.
- Staff attend training for any additional Special Education Needs (SEND)

NURSERY TO RECEPTION

- Teacher liaison with nursery settings
- "Moving-up" days planned throughout the summer term
- Foundation Stage Profile handover
- Nursery are invited attend concerts and sports day
- Class 1 Teacher visit Nursery Settings in the summer term
- Parent meeting with Head Teacher, Class 1 Teacher and TA in the summer term

KEY STAGE ONE TO KEY STAGE TWO

- Joint playtimes already in place
- "Moving-up" days in the summer term
- Handover meetings between Year 2 & Year 3 teachers
- Special Needs/Medical information passed on to receiving staff
- KS2 procedures and rules explained to Year 3 pupils in the Autumn term



- Cross phase moderated assessments and target setting shared to ensure progression
- Parents' meeting in the summer term to discuss Y3 expectations in order to enable a smooth transition

YEAR 6/7 TRANSITION

- CTF information sent to secondary school
- Use of MIS to circulate date on pupils to LEA receiving schools
- Family/child visits secondary school (Autumn term)
- Pupils in Year 6 produce pen portraits to take up to Year 7
- Year 6 pupils attend joint activities day with other Year 6 pupils from other schools in the area
- Visit to new secondary school in the summer term prior to starting the following September
- Visit to the school from a member of staff in the secondary school