St Paul's Church of England Primary School
Transition Policy

Adopted by: Children, Families and Community
On: Wednesday 10th October 2018
Review: Autumn 2021

Transition Policy Statement:

At St Paul's Primary School, we recognise that *transition is a process, not an event.* This policy has been devised to ensure that pupils transfer seamlessly through each phase of their education; thus, contributing to a positive learning experience for every child.

Definition: In this policy, the term 'transition' is used to describe the movement that takes place from one familiar setting (including the home) to another.

Aims:

At St Paul's Primary School we will:

- Encourage parents to be partners in their child's education.
- Assist parents in helping their child prepare for school and for the transition to each new year group.
- Make a happy and seamless transition from home and/or pre-school to school and from year group to year group.
- Support movement between sites as children move through year groups.
- Support all children towards independence and develop their confidence and ability to cope with change.
- Ensure that any relevant information from outside agencies is acknowledged and acted upon, particularly in regard to children with Special Educational Needs or English as an Additional Language.

At St Paul's children experience many different transitions:

- Entry from Home/ Preschool into Nursery
- Moving from Nursery to Reception
- Moving from Reception to Year One (Key Stage One)
- Moving from Class to Class
- Moving from the St Paul's site to the Alexandra House site
- Leaving Year Six and moving to Secondary School

Each of these transitions is a unique phase which has its own challenges and expectations.

Our Practice:

From Pre School to Nursery:

- Head Teacher leads tours of the school for prospective parents
- Parents are invited to the Nursery Welcome Meeting (July), meet the Class Teacher and receive their welcome/information pack
- Practitioners liaise with pre-school settings, where contact is possible or necessary.
- Practitioners carry out in school visits for each child (September)

- There is a 'stay and play' session for groups of children and their parents in advance of the child's start date in order that parents and pupils get a feel for the classroom in operation.
- Staggered entry for children
- Parents are invited to stay for the first hour of the children's first session
- My first day at school observations sent home to Parents
- Class Newsletter and Curriculum Overview sent home at the beginning of each half term

From Nursery to Reception:

- Head Teacher leads tours of the school for perspective parents
- Parents are invited to the Reception Welcome Meeting (July), meet the Class Teacher and receive their welcome/information pack
- Practitioners liaise with pre-school settings, where contact is possible or necessary.
- Practitioners carry out in school visits for each child (September)
- There is a 'stay and play' session for groups of children and their parents in advance of the child's start date in order that parents and pupils get a feel for the classroom in operation.
- Practitioners carry out in school visits for each child (September)
- Staggered entry for children
- Parents are invited to stay for the first hour of the children's first session
- My first day at school observations sent home to Parents
- Class Newsletter and Curriculum Overview sent home at the beginning of each half term
- Practitioners stay with the children in the dining hall and eat lunch with them
- Autumn Term provision mirrors Nursery practice
- Additional adult support provided in autumn term for vulnerable pupils

From Reception to Year One:

- Head Teacher leads tours of the school for perspective parents
- Parents are invited to the Moving from Reception to Year One Meeting (July), and meet the Class Teacher
- Reception children attend whole school events, including church services (see table)
- Reception children visit the Alexandra House site for playtime (Summer Term Two)
- Children are invited to spend the morning in their new classes (July)
- In Summer Term Two Reception provision to include elements of KS1 practice including whole class inputs, whole class teaching sessions
- EYPs support start/end of day arrangements for the first week
- Autumn Term One provision mirrors some Reception practice
- Additional adult support provided in autumn term for vulnerable pupils

Transition in Subsequent Years (Yrs1 to 6):

- Head Teacher leads tours of the school for perspective parents
- Parents and children new to the school meet the Head Teacher and Class Teacher
- Meet Your New Teacher transition morning (Summer Term)
- Staff INSET session dedicated to transition and passing on information about the children e.g. IEP's, groupings
- Parents offered the opportunity to meet their new teacher during Celebration Evening
- Class rules completed during the first week

In Year Admissions:

- Headteacher or senior staff member meets family, gives a tour of the school and collects and shares basic information in readiness for a pupil's transition in to the school.
- Parents and children new to the school visit the school to meet staff.
- Parents receive an information pack.
- Previous setting contacted for all pupils.
- Children with SEN, SENCo contacts previous setting and may visit to receive information.
- Records from previous setting made available to class teacher and SENCo.

Transition into Secondary School:

- Parents invited to attend the Year 6 Secondary School Meeting (Autumn Term One), visit Secondary School open evenings and complete the LA form
- Children attend a secondary transfer day and work on a transition unit of work
- Inclusion Coordinator arranges extra visits for vulnerable children and meets staff of receiving secondary schools
- TA/ Learning Mentor runs transition group for vulnerable children Inclusion Coordinator prepares SEN records for transfer
- Pupils in Year 6 complete 'transition' lessons, preparing for the journey to their new school and considering the difference between primary and high school. These activities are often supported by the Police and other local partners
- Year 6 pupils are often visited by staff from local high schools, who often also liaise with Year 6 staff
- End of year reports and SAT's results sent on to secondary schools
- Common transfer files completed and sent to secondary schools

The Governors will review this Policy as part of the School's identified cycle

	Autumn		Spring		Summer	
	One	**Two**	**One**	**Two**	**One**	**Two**
Nur	In school visits Stay and play sessions Staggered entry First Day Observations	Parents' Speaking and Listening Workshop Parents' Evening		Parents' Evening	Bring your grown up to school week	Welcome to Reception Meeting Meet the Teacher morning Reports sent home and Celebration Evening
Rec	In school visits Stay and play sessions Staggered entry First Day Observations Practitioners to stay with the children at lunch	Parents' Phonics and Early Reading Workshop Children to attend Celebration Assembly Parents' Evening Every week classes to attend School Church Service in hall	Every week classes to attend School Church Service in hall Parents invited in to talk about their jobs	Both classes to attend Church Service in hall and SLT Assembly Parents' Evening		Children attend singing assembly Meet the Teacher morning Reports sent home and Celebration Evening Moving from Rec to Year 1 Parents' Meeting
Year 1	Class Rules and expectations established	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening		Meet the Teacher morning Reports sent home and Celebration Evening
Year 2	Class Rules and expectations established	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening		Meet the Teacher morning Reports sent home and Celebration Evening
Year 3	Class Rules and expectations established	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening		Meet the Teacher morning Reports sent home and Celebration Evening
Year 4	Class Rules and expectations established	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening		Meet the Teacher morning Reports sent home and Celebration Evening
Year 5	Class Rules and expectations established	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening	Secondary School Experience Workshops	Meet the Teacher morning Reports sent home and Celebration Evening
Year 6	Class Rules and expectations established Moving to Secondary School Parents Meeting Visits to Secondary Schools	November – Parents' Workshop and class visits Parents' Evening		Parents' Evening		Transition unit of work Secondary School visits DR to run workshops for vulnerable children Reports sent home and Celebration Evening