

## **C15 Transition at Eleven - Holmfirth Family of Schools**

**Responsibility:**     **AW**  
**Date:**                **March 2013**  
**Next Review:**       **March 2015**

The Holmfirth family of schools work closely to ensure smooth transition for pupils and this is ensured through close working relationships and a wide variety of activities that are organised across the partnership. We believe that:

- Children need an opportunity to visit their prospective High School before transferring, in order to familiarise themselves with the school.
- Children should meet some key staff from the school before their transfer in order to ask questions, and allay fears or anxieties.
- Children should have opportunity to experience activities and events which are organised by the High School and which will help them prepare them for secondary school life.
- Parents should have opportunity to look around the High school, ask questions and enjoy the experience of induction opportunities.

Holmfirth High School will occasionally allow transfer at the ages of ten or twelve instead of the normal eleven but this will only take place where there is a strong belief by primary school staff and the parents that this would be beneficial to the child.

In order to ensure that close working relationships exist between the schools and that smooth transition does occur, a variety of activity takes place including the following:

### **1. Joint working and collaboration**

1. Headteachers of all the schools in the family meet each half term to agree dates, arrangements and joint policy on all matters of common interest.
2. Teachers of year six classes meet termly to plan transition activity and arrangements with High School staff.
3. Subject coordinators meet on an 'as-need' basis to plan transition work and ensure smooth curriculum delivery across the key stage 2/3 interface, e.g. the English department liase with KS2 teachers over choice of reading books and texts to avoid repetition.
4. High School SEN staff are invited to all review meetings in year six and will attend on invitation any meetings to plan the transition of particularly needy pupils. In this connection, primary school staff will arrange for individual and small group visits of needy children to the High School to give them the opportunity for a structured visit, tour of the school and the opportunity to meet the SENCO and other key staff.
5. The schools have developed a clear protocol for the provision of information and data relating to the children at the time of transfer.

6. Visits take place in the summer term of the Headteacher of Holmfirth High School to talk to the year six children about transfer and this provides rich opportunity for children to ask questions. At the same time, the Head of Lower School and SENCO meet with the class teacher to discuss the needs of individual pupils.
7. Liaison continues after transfer and form tutors or year heads will contact primary school staff to seek advice or ask questions about issues that have arisen post transfer. The achievements of children in tests and examinations are relayed back to the Primary Schools at the end of KS3 and KS4.

## **2. Curriculum transition projects**

Core curriculum areas have established projects which provide opportunity for secondary school learning to begin in year six – these activities are continued and built upon in the early stages of year seven. They include:

1. Maths units of work on algebra/angles are completed in alternate years
2. An English project entitled 'Me, Myself and I'. This gives the child the opportunity to write descriptively and creatively about themselves, providing useful background for form tutors and English staff at the High School a good idea of writing standards. The work is followed up in year seven when pupils write a letter back to their former schools to let them know about how they have settled in at their new school, and what it is like.
3. Science – The Sunflower Project. Children grow and cultivate a sunflower and do associated measurement and recording work that continues over the summer holiday and into year seven.
4. ICT – The children undertake an on-line project that is completed partially at school and partially at home.
5. Teachers from music and drama from the High School work in the partner schools on both one-off performance events, or with on-going projects.

In addition to these projects the family have a joint approach to the delivery of a modern foreign language. High School staff have worked alongside primary teachers to develop language learning materials and worksheets throughout Key Stage 2. Teachers employed by the High School visit some primary schools every week to deliver modern foreign language lessons to Year 5 and 6 classes.

## **3. Opportunities to Visit**

1. Talented primary school children in the areas of mathematics and ICT have the opportunity to attend master classes that are held twice a year for pupils in Year 2, 4, 5 and 6, at the High School.
2. In Year 6 children have the opportunity to attend the High School to take part in an after-school sporting event working in teams that are made up of children from a variety of partner primary schools.
3. In Year 6 the primary schools arrange an annual full-day event at Holmfirth High School that involves a variety of workshops on the theme of health and well-being.
4. In early July, prior to transfer, Year 6 pupils spend an induction day at Holmfirth High School, which is used to familiarise children with the school buildings, procedures and key personnel and to give children the opportunity to meet their form tutor and their new classmates.
5. Parents and children have the opportunity to visit the High School on the occasion of the Open Evening, which is held in early October.

6. Parents are invited to attend an Induction Evening in July in which they have opportunity to learn about High School systems, ask any questions they may have and meet form tutors.
7. Early in year seven, there is a Parents' Evening which allows early contact between parents and the form tutor to check that children have settled, and to deal with any early issues or questions.
8. Wide Opportunities Concert