



## CLAYTON VILLAGE PRIMARY SCHOOL

### INDUCTION AND TRANSITION PROCEDURES

At Clayton Village 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. Care and attention is given to the transition of individual pupils as they transfer to, through and beyond Clayton Village Primary School.

#### **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 Clayton Village Primary School we will:

- Encourage all 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 all children towards independence and develop their confidence and ability to cope with change.
- Give pupils a clear understanding of the new expectations ahead of them.
- 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 Clayton Village Primary School, pupils will experience many different transitions:

- Moving from Nursery to Reception
- Moving from Reception into Key Stage 1
- Moving from Key Stage 1 into Key Stage 2
- Movement from class to class
- From Year 6 onto Secondary School

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

#### **Transition from Home and/or Nursery into Reception:**

**Responsibility:** Mrs Whitehead (Early Years and Foundation Stage Leader)

#### **Summer Term**

- Tours of the school are offered to all incoming parents and children. These may be led by the Head Teacher/Deputy Head or the EYFS Leader.
- Organised visits and discussions occur between Clayton Village Primary School teachers and staff from other settings. Home visits are arranged with children who do not attend a nursery.

- Parents are invited into school for a 'New to Reception Meeting' in June. The head teacher leads this meeting and it is an opportunity for the parents and children to meet the EYFS team, members of the SLT, the school nurse and the Learning Mentor. The school kitchen also prepares a sample of hot meals for parents to try.
- At this meeting the parents have the opportunity to visit the EYFS unit. There is ample opportunity for parents to talk to any members of staff and ask any questions they may have. The uniform shop will also have a stall and the parents can order new uniform.
- Parents receive an information pack with information about the school, including a school prospectus and '*Starting Reception*' booklet. Parents are asked to complete the 'getting to know me' booklet over the summer holidays. This allows the EYFS team to collect some specific information about the children on their admittance in September.
- The EYFS team invite the children in for 'getting to know you sessions' during a specified week in July. Children attend their first session with parents and then continue throughout the other sessions independently. The sessions will run from 9.30-11.30am.

### **Autumn Term**

We believe in settling the children into Reception as quickly and smoothly as possible.

- During the first week in September children will be split into two groups of 15 children. This will ensure that every child receives a personalised introduction to the school.
- Over the course of the week, one group will attend two days of mornings including lunch whilst the other group attend the afternoon session.
- They will then swap half way through the week so by the end of week one every child has experienced a morning, afternoon and lunchtime session.
- Parents are informed of their child's timetable for week one at the summer term meeting.
- Before half term, parents are invited to a personal meeting with the child's key worker.
- Before half term, a 'how to help your child at home' meeting is arranged.
- In autumn 2 there will be the parent consultation meeting. Parents meet with the teacher for 10 minutes consultations where they learn about their children's progress in all curriculum areas. During this meeting parents may ask the class teacher questions about their children's progress and also discuss ways in which they can support both their children at home and school.

### **Transition from Reception into Key Stage 1:**

**Responsibility:** Mrs Walton (KS1 Leader)

- Before the children move from Reception into Key Stage 1, teaching staff meet to discuss the children's progress. Reception teachers inform the future teacher of the child's level of ability, special educational needs and any other information relevant to the well-being and development of the child. Information is used to group pupils, personalise the curriculum and set future targets.
- The Key Stage 1 curriculum builds on and extends the experiences that children have had during the Foundation Stage. Although Year 1 is the first year within which the National Curriculum is followed, we continue to develop the independent learning skills established in the Foundation Stage.
- The Year 1 setting will change throughout the year depending on the needs of the children. Autumn 1 will be a transition period between Reception and Year 1 and children will have access to ongoing provision similar to that in Reception.

- Children who did not achieve GLD by the end of Reception will have an individual education plan which will be closely monitored by the class teacher to ensure that they have achieved GLD by October or December.
- By the start of the spring term, all children will be accessing the Year 1 curriculum at the appropriate level.

### **Transition between classes from Year 1 to Year 6:**

**Responsibility:** *Receiving teachers – to be overseen by Team Leaders at the relevant stage.*

- In the last half term all staff attends meetings to hand over information to the succeeding teacher. This information includes academic attainment and social, emotional, medical and physical needs of the pupils.
- To ensure a smooth transition from one year group to the next, children move up to their new class two weeks before the end of the summer term during the morning sessions. This early transition is made to ensure that children do not suffer any anxiety over the summer holidays. It also gives children the opportunity to familiarise themselves with their new working environment, teacher expectations, peers, routines and timetables.

### **Transition to Secondary School**

**Responsibility:** *Mrs Radcliffe (Yr6 Teacher) and Mrs Rahim (Deputy Headteacher)*

- During Year 5 parents are informed about the dates of the secondary schools' transition meetings via letters distributed from the secondary schools. This allows them to visit the secondary schools well in advance.
- In the first half of the autumn term a meeting is held for Year 6 parents where they are given the relevant information about applying for secondary schools. The Year 6 teacher, Headteacher and Learning Mentor are available to discuss individual needs and circumstances with families and support them in completing their application forms.
- In the spring term when parents are informed of their offers the Year 6 teacher, Headteacher and Learning Mentor are available to support those who are disappointed and those who wish to appeal.
- During the summer term, the children are invited to attend a transition day at their chosen secondary school. This is to gain experience and familiarise themselves with their new school.
- We provide a transition unit in Personal Development. This gives pupils the chance to discuss and portray any anxieties about the upcoming change.
- Identified vulnerable children are given additional support through a 'transition support group'. This group of children spend additional time at their new school during the summer term.
- The Year 6 and 7 teachers from the feeder schools liaise to create a profile for each pupil and assessment data and any social, emotional, behaviour information is shared.
- Year 7 teachers often come to our school to meet with the Year 6 pupils during the summer term. The children have the opportunity to ask questions to alleviate anxieties.

**Children joining at different points in the year:**

- Parents receive a prospectus with information about the school
- Parents and children are invited in to tour the school and discuss any issues with the Head Teacher and new class teacher.
- New children are assessed quickly by their class teacher
- Records from previous schools are made available to class teacher and, where appropriate, the SENCo.
- Any new children are assigned a peer 'buddy' to help them settle into their new class and routines.
  
- For those children who have recently entered the country, we recognise that the transition process can be more challenging, especially when English is not their first language. On entry, we will endeavour to provide oral and written information in the family's first language which will facilitate the admission process and provide important information about the school. Where necessary, we will seek additional support from external agencies.

**Children leaving at different points in the year:**

- Parents are invited to a meeting with the Head Teacher.
- All records are passed on promptly – including SEN records and any information related to safeguarding.

**Monitoring & Evaluation:**

The transition procedures are the collective responsibility of the teachers relinquishing and receiving the relevant pupils. The effectiveness of the transition phases are monitored by the Senior Leadership Team. The views of parents and pupils regarding transition arrangements will be sought via the annual questionnaires.

Policy approved by Head Teacher: ..... Date: .....

Policy approved by Governing Body: ..... (Chair of Governors) Date: .....

The date for the next policy review is.....