

# Saltersgate Junior School



## IN-SCHOOL LIAISON POLICY

<b>PERSONS RESPONSIBLE FOR POLICY:</b>	<b>MRS M E OXER: HEADTEACHER</b> <b>Mrs A Webber: CHAIR OF GOVERNORS</b>
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Revision Date	Revision Version	Previous Revision Date	Previous Version	Summery of Changes
7/7/2016	Revised			New curriculum
14/7/2015	Revised			New curriculum
01/11/2010	New Edition			New Edition
Spring 2011	1	01/11/2010		Minor Changes
29.09.11	1	Spring 2011		None
06/7/2016	2	29.09.11	1	Minor Changes
7.9.2017	3	6.7.2016	2	None

Information for each child is to be transferred at the end of each school year in the following way:-

### **Years 3, 4 and 5**

#### **Pupil Folder containing –**

- All reports from Infant school (SJS reports on memory sticks, centrally stored)
- KS1 levels for mathematics, reading and writing
- Foundation Stage Profile
- Photocopies of achievements eg swimming certificates (paper clipped)
- Permission forms (photographs, medical etc. - paper clipped)
- Evidence of necessary parental/carer communication
- Latest (**June/July only**) BSTS2 and NGRT tests
- **English** - Test papers **end of year** )
- **Maths** - Test papers **end of year** ) **clip these together**

**Full exercise books may be sent home but keep a top, middle and bottom sample of maths, English and topic**

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#### **Progress in core subjects –**

**These items should be passed on with discussion between forwarding and receiving teachers. Mutual meetings to be arranged between year groups.**

- **Proposed Maths ability group lists to be passed on to new year group**
- **Relevant focus group lists**
- **Current levels in English and Maths (on 'O' track in current classes but will be in new class groups by the beginning of September)**

**These items to be passed up to following year group –**

- **Junior Jam Pro Card (French)**
- **House point cards**
- **Eco cards**

**NB. It is the responsibility of the previous year group to ensure that all pupils are moving up to the following year group with the correct documentation**

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#### **Special needs information –**

- **Any relevant SEN information**

**SEN information to be passed on by SEN Manager to following school.**

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**Exercise books – (current book only- homework books are not passed on)**

English (yellow, A4, lined)  
Maths (dusky blue, A4, squared)  
Topic Book (red, A4, lined/blank)  
PCHSE/RE (dusky blue, A4. lined/blank)  
French (pale green, A4, lined/blank)  
Exciting Writing (purple, A4, lined)  
Art Sketch (red, A4, blank)  
Spelling (yellow, medium, lined)  
Reading Record (red, small, lined)  
Personal Dictionary

**NB. All pupils need a book provided by their current teacher. Only current books are to be passed up. If a book is full and a new one is needed this must be provided by the current teacher. It is the responsibility of the previous year group to ensure that all pupils are moving up to the following year group with the correct books.**

**Please replace any books without covers. Eg. worn out Reading Record**

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**Year 6**

See KS2 to KS3 liaison policy

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**To be kept in school –**

- Examples of good quality work (top, middle, bottom)
  - Information related to attainments in Mathematics and English will be stored on school tracking systems
  - Old tests, books, information removed from folders to be stored for one year in stock cupboards.
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