

# Saltersgate Junior School



## Liaison between Saltersgate Infant and Saltersgate Junior School 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
01/11/2010	New Edition			New Edition
29.09.2011	1	01/11/2010	New Edition	None
27-4-12	2		1/11/10	Phonics trackers requested
17/09/13	3	27/04/12	2	None
Sept 2014	4	19/09/13	3	None
June 2016	5	June 2015	4	Documentation
7.9.2017	6	June 2016	5	None

During the year, there are subject manager and whole school liaison meetings between Saltersgate Junior School and Saltersgate Infant School teachers.

In the final term each year opportunities are created for the KS1 pupils to become familiar with their KS2 school building, the new staff, their teacher for year three and the range of new systems they will encounter. Arrangements will also be made for the staff of both schools to liaise. Such opportunities are listed below -

- Visits to the school to attend a range of assemblies during the period of the Summer Term
- The SENCO will meet with their counterpart in the Infant School to discuss transfers of SEN pupils particularly those which may need special arrangements with regard to staffing and resources
- 'Buddy Bonding' – a visit to the school to talk, work and play with current year three pupils who can then become a 'known person' in year four when the pupils finally attend the Junior School (this to include a written invite from their Y3 'buddy' to attend the morning session, a tour of the school and an in-depth question and answer session about Year Three)
- An SEN meeting for all parents/carers of pupils with IEPs, conditions needing intervention, or special circumstances. This is an opportunity to meet with the SENCO to discuss the services Saltersgate Junior School has to offer their children and to allay any worries that parents/carers might have
- New Parents/Carers Evening – the responsible adults for Year Two children are invited to meet with the head and staff of Saltersgate Junior School. There will be a light talk from the Headteacher who will introduce the teaching and clerical staff, a question and answer session and an opportunity to learn which class pupils are allocated to. Teachers will then greet parents/carers in the classroom in which their child will be working
- Communication/liaison between teaching staff from both key stages to ensure that relevant information regarding social, academic and medical issues are known to KS2 teachers

## Documentation to be transferred from KS1 to KS2

- KS1 scores and levels in Reading, Writing and Mathematics – whole school tracking grid (*please could these be in classes*).
- Optional Class Record sheet
- The last used mathematics book/ English book (*with interim assessments stuck in as discussed*)
- Pupil profile – in folders
- Pupil Reports – in folders
- SEN documents (SSPs, EHIC etc) (*please could these be grouped together in classes ready to pass on to the new teacher*)
- Phonics trackers

Dates to be set in the Spring Term for the activities and delivery of documents