

# Hill View Infant Academy

HILL VIEW INFANT SCHOOL



## **Southmoor Cluster Transition Policy**

Person responsible: Mrs C Smith

Date: September 2017

Review Date: September 2018

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## **Aims / Purpose**

The staff at the three cluster schools involved in the production of this guidance realise that for many parents and pupils the transition from Infant to Junior School, and from Junior to Secondary can be a stressful time.

This policy has been written to support the schools, parents and most importantly of all the children, as they embark upon the next milestone in their lives. The aim of this policy is to ensure that the pupils from Hill View Infant Academy are able to move as successfully as possible, and are welcomed into a secure, safe and caring environment which is Hill View Junior Academy. Similarly, that when the pupils from the Junior Academy move to Southmoor Academy their transition is equally as smooth.

## **General Principles and Transition Procedures**

The following transition events have been agreed by the three schools, their purpose is to motivate and challenge the children, whilst providing them with the opportunity to familiarise themselves with the staff and buildings/ environment of their new schools, thus smoothing the transition between the schools.

- **Half termly Heads meetings**, Mrs C Smith (Infant School Head), Mrs T Bevan (Junior School Head) and Mrs L Mellefont Assistant Principal (Southmoor Academy) will meet six times a year to discuss concerns around children, parents and families which are relevant to their education. At these meetings other issues concerning transition arrangements will be discussed.
- **A shared attendance officer** will work between the three schools to ensure that parents and children receive the support necessary to keep them in education.
- **The Heads will attend concerts / productions / events** at each others schools to establish a relationship with the parents and children.
- **Transition days**, the Year 2 Infant children will visit and spend time at the Junior school, the Year 5 and 6 pupils will spend time at the Secondary school.
- **Swimming Lessons** both the Infant and Junior Academy pupils will receive lessons at the Southmoors Swimming Pool.
- **Buddies** The Year 2 pupils will be buddied with the Year 5 pupils, before they begin their Junior school career in Year 3.
- **Sports Days** Year 6 pupils attend sports days at Southmoor.
- **Southmoor/ Martin Grey Football Academy** provide after school coaching for Year 5 pupils, and taster days for the Infant pupils.
- **Christmas Fair** at Southmoor for the Infant pupils.

## **Liaison**

The Infant Academy will liaise with the Junior Academy when drawing up new class lists for Year 3, the Junior Academy.

The Year 3 teachers will spend time with the Year 2 pupils and observe achievement, the Year 7 Head of Year will spend time with the Year 6 pupils and staff. All data and records will be transferred between the 3 schools.

Key Stage 1 results will be passed to the Junior Academy along with samples of pupils work, this will be used along with some in - school assessments to provide a baseline assessment for the pupils. Key Stage 2 results will be passed to the secondary school along with teacher assessments.

### **Pupils with Additional Educational Needs**

The Special Needs Coordinators (SENCOs), Ms A Earl (Infant), Mrs C Hiles (Junior) and Mrs O McCourt (Secondary) will work closely together to ensure the needs of the pupils are met, and the continuity of progress and provision. Parents who have concerns will be encouraged to meet with the relevant staff to ensure any concerns/issues are dealt with. If the staff feel that specific children would benefit from more transition support then this will be arranged.