

# TRANSITION POLICY FOR REDLANDS PRIMARY SCHOOL



“Children may move between several different settings in the course of a day, a week, a month or a year...Children's social, emotional and educational needs are central to any transition between one setting and another or within one setting... Some children and their parents will find transition times stressful while others will enjoy the experience... Effective communication between settings is key to ensuring that children's needs are met and there is continuity in their learning.” (DfE)

At Redlands Primary School we are committed to ensuring:

- A smooth transition between settings, year groups and key stages for children, parents and practitioners.
- Information is shared between different settings in terms of children's development, learning records and any other information.
- Children, parents and practitioners have adequate information relating to transition.
- Children begin their new setting or year group enthusiastic and ready for learning.

## **1. Transition into Nursery (FS1)**

- 1.1 The Nursery teacher and Nursery Nurse conduct home visits for every child who is due to start Nursery and parents are given information about the Nursery at this time.
- 1.2 A photographic welcome book is shared with the child and parents during the home visit.
- 1.3 Previous settings are contacted to ask if any learning records can be shared and visits to these settings are made where possible.
- 1.4 Parents are encouraged to visit Nursery with their child before starting.
- 1.5 Parents are invited to stay with their child for a short time once the child has started at Nursery to ease transition.
- 1.6 Shorter sessions are offered initially if this is felt appropriate for the child.
- 1.7 The Nursery teacher and Nursery Nurse have daily contact with parents to inform them of their child's progress.

## **2. Transition into Reception Class (FS2)**

- 2.1 The FS2 teacher and teaching assistant conduct home visits for every child who is due to start in FS2 and information is shared with parents at this time.
- 2.2 The FS2 teacher and teaching assistant visit Nursery and other feeder settings to meet the child in an environment which is familiar to them.
- 2.3 Photographic transition booklets are provided for parents to share with their child.
- 2.4 Children in Nursery work with the Reception classes for the Harvest celebration, Christmas play, Christmas party, assemblies and singing sessions regularly throughout the year.
- 2.5 Free-flow sessions are offered each week to allow Nursery children the opportunity to familiarise with the new classroom and setting.
- 2.6 Nursery practitioners start to complete the EYFS profile so that there is continuity of records.
- 2.7 Observations from Nursery are passed to Reception class.
- 2.8 All children have a session with their new class teacher, teaching assistant and in their new classroom prior to entering Reception.
- 2.9 Parents have an information session with the Headteacher and FS2 staff prior to their child starting in Reception.
- 2.10 Parents have the opportunity to attend a consultation evening with the child's class teacher during the child's first short term.
- 2.11 Children start the term by staying until the end of lunch time for up to two weeks and whole days thereafter.
- 2.12 The Nursery teacher advises the Reception teachers on appropriate groups for the children.

### **3. Transition into Key Stage 1**

- 3.1 Year 1 staff incorporate the principles of the EYFS curriculum into the routine.
- 3.2 Children continue to be assessed on the EYFS profile as appropriate until they are working at the National Curriculum levels.
- 3.3 FS2 children have the opportunity to play in the main school playground at morning, lunch time and afternoon breaks.
- 3.4 FS2 children join in any themed workshops with KS1 children throughout the year.
- 3.5 FS2 children attend Infant Assembly from Term 2 and increasingly attend whole school assemblies during the course of the year.
- 3.6 Story times and free-flow sessions take place during Term 6 between Year 1 and FS2.
- 3.7 All FS2 children have a morning with their new class teacher and teaching assistant in their new classroom prior to entering Year 1.
- 3.8 EYFS Profiles, phonics assessments, examples of work, parent consultation records, end of FS reports and suggested groupings for the children are passed on to the new teacher.
- 3.9 Transition meetings are held between the FS2 and Year 1 teachers during Term 6.

### **4. Transition from Year 1 to Year 2**

- 4.1 The Year 2 teacher and teaching assistant offer an information session for parents prior to children starting in Year 2.
- 4.2 Year 2 staff build on the principles of the Year 1 curriculum.
- 4.3 Weekly story time is offered to Year 1 children in the Year 2 classroom during Term 6.
- 4.4 Shared activities are planned between Year 1 and Year 2 during Terms 5 & 6 such as PE sessions and trips.
- 4.5 Year 2 staff spend time with Year 1 children in the terms leading up to transition, taking sessions as appropriate.
- 4.6 Year 1 children have a morning with their new class teacher and teaching assistant in their new classroom prior to entering Year 2.
- 4.7 All assessment records, examples of work, parent consultation records, reports to parents, end of Year 1 reports and suggested groupings for children are passed on to the new teacher.
- 4.8 Transition and moderation meetings are held between the Year 1 and Year 2 teachers during Term 6.

### **5. Transition into Key Stage 2**

- 5.1 The Year 3 teacher and teaching assistant offer an information session for parents prior to children starting in Year 3.
- 5.2 Year 3 staff build on the principles of the Year 2 curriculum.
- 5.3 Children continue to be assessed on the KS1 National Curriculum level descriptors if appropriate.
- 5.4 Year 3 staff spend time with Year 2 children in the terms leading up to transition, taking sessions as appropriate.
- 5.5 Year 2 children have a morning with their new class teacher and teaching assistant in their new classroom prior to entering Year 3.
- 5.6 All assessment records, examples of work, parent consultation records, reports to parents, end of Year 2 reports and suggested groupings for children are passed on to the new teacher.
- 5.7 Transition meetings are held between the Year 2 and Year 3 teachers during Term 6.

### **6. Transition into Key Stage 3**

- 6.1 Informal discussions about transition and transfer to KS3 begin when the children are in Year 5.
- 6.2 Once in Year 6 the teacher and teaching assistant provide preparation sessions about transition to secondary school during Terms 5 & 6.
- 6.3 The Year 6 teacher conducts transition meetings with every secondary school to provide information about the history and needs of each child during Term 6.
- 6.4 Day visits to secondary schools are organized for every child during Term 6.
- 6.5 Additional visits to their selected secondary schools are arranged during Term 6 for children who may struggle with transition.

**Review date: Summer 2020**