



Stalyhill Schools Transition Policy

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Staff Member:	L Lockett

Stalyhill Infant and Junior Schools Transition Policy

At Stalyhill Infant School we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability, or special educational needs and ability. The school will actively promote equality and foster positive attitudes and commitment to an education for equality.

Rationale

All staff at both Stalyhill Infant School and Stalyhill Junior School realise that for many pupils and parents/carers transition from the Infant School to the Junior School can be a worrying and stressful time. This policy has been written to support both of the schools, the parents and most importantly, the children in ensuring a smooth transition and to clearly outline transitional procedures.

Aims

The aims of this policy are to ensure that pupils from Stalyhill Infant School are able to move successfully to Stalyhill Junior School and are welcomed into a secure, safe, caring environment and to ensure continuity and progression from the Infant School to the Junior School.

Objectives

- To ensure the transition process involves the children and staff of both schools, with parents/carers kept informed of all transitional changes.
- To ensure that all relevant pupil assessment data is transferred to the Junior School by the end of the summer term.
- To ensure that particular attention is given to the individual needs of the children, especially those with SEND during the transition process.

Monitoring & Evaluation

The transition procedures are a collective responsibility of the teachers relinquishing and receiving the relevant pupils. The staff of both schools evaluate the transition processes annually and update the procedures as necessary. Views of parents/carers and pupils regarding transition arrangements are acquired and analysed via questionnaires and informal feedback from parent meetings.

The Transition Process for children and parents/carers

The following events take place in order to ensure that all children have a smooth transition from Stalyhill Infant School to Stalyhill Junior School and are prepared for life at Stalyhill Junior School;

- Y2 children take part in two transition mornings at the Junior School. These are held in the summer term where all children move to their new classes and spend time with their new teacher.

- Teachers from the Year 3 classes at Stalyhill Junior School are invited to spend one morning in the Year 2 classes at Stalyhill Infant School in order to observe, team-teach and begin to get to know the Year 2 children. This also enables all the children to meet their teacher if they haven't already done so.
- Each Year 5 child at the Junior School is partnered with a Year 2 child in the summer term. The paired children take part in a variety of activities throughout the term including visits to the junior school. The Y5 children also make a "gift" for their partner to welcome them.
- KS1/2 'Venture Days' are an annual event which enable staff to plan together and children across the two schools to work together on fun activities including sport, art and drama.
- An after school Meet and Greet session is held during the summer term at the Junior School where parents/carers and children are invited to meet class teachers and are provided with key information about the Junior School.
- Open afternoons for Y2 parents/carers are held in July with the Headteacher of the Junior School and the Y3 teaching team. Parents/carers are offered a tour of the school which is hosted by the Y5 and Y6 pupils.
- A Y3 early parent/carer consultation meeting is held in the Autumn Term to ensure parents receive information on the success of their child's transition.
- In September the Y3 team hold an information meeting to share information about the Y3 curriculum and to answer any questions.
- Parents/carers who have concerns about any aspects of transition are encouraged to meet with all relevant staff. The staff at both schools may feel that specific children require more transition support and this will be arranged.

Working together – data and information sharing

Working together

The Headteachers and staff at both Stalyhill Infant School and Stalyhill Junior School are committed to working together for the good of the children in our care.

This includes;

- The Headteachers and/or SLT of both schools communicating on a regular basis to discuss concerns regarding children, parents and families where this is relevant to a child's safeguarding, education and/or wellbeing.
- The sharing of key policies and practices between the schools to ensure consistency for children and parents – e.g. information on the way each school carries out assessments.
- Working together to write key policies, again ensuring a joined up approach between the two schools, for example, policies on attendance, uniform and the teaching of handwriting.
- Consulting and communicating with the other school before making key decisions that will affect all parents, for example; when setting annual INSET days, non-uniform days and emergency closures.
- Taking an active part in the work of the Stalybridge Cluster which includes moderation of work and benchmarking.
- During the summer term, teachers from the Year 3 classes at Stalyhill Junior School spending one morning in the Year 2 classes at Stalyhill Infant School in order to observe, team-teach and begin to get to know the Year 2 children. This also enables all the children to meet their teacher if they haven't already done so.

- The Year 3 and Year 2 teachers then working together during the afternoon (and being released from class) to hold detailed transition meetings where all children are discussed and all academic data is handed over in person to the receiving teacher.

Data Sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

Stalyhill Junior School or other school settings that our pupils transfer to.

This is in order to meet our public task and legal obligations and;

- Share assessment data
- Provide information such as welfare and health
- Share information such as relates to child protection

We recognise that the safeguarding of children takes precedence over GDPR and that the GDPR should not be a barrier in preventing safeguarding information being shared.

Stalyhill Infant school ensures that all data and pupil information is transferred to Stalyhill Junior School in a timely and helpful manner.

This is done by;

Academic records, assessment data and pastoral information

- During the summer term, teachers from the Year 3 classes at Stalyhill Junior School spend one morning in the Year 2 classes at Stalyhill Infant School in order to observe, team-teach and begin to get to know the Year 2 children. This also enables all the children to meet their teacher if they haven't already done so.
- The Year 3 and Year 2 teachers then work together during the afternoon (and are released from class) to hold detailed transition meetings where all children are discussed and all academic data is handed over in person to the receiving teacher. A transition proforma for each child is completed at the meeting.
- The transition proforma includes;
 - Assessment data
 - Curriculum information
 - Social and Personal Development
 - SEND information
- Common Transfer Files are also used to ensure all previous end of KS data is transferred to the Junior School.

SEND and safeguarding information

- During the summer term, the Junior School SENCo is invited to attend all review meetings in preparation for transition to the Junior School. This also enables them to make initial contact with parents.
- Similarly, the DSL is invited to attend any EHA/CIN/CP meetings as required.
- Individual transition plans are put in place for those children who require additional or specialised transition programmes.
- All SEND and safeguarding documentation is passed over physically to the Junior SENCo/DSL, on Junior School premises, via an encrypted memory stick. This is signed

for by the Junior School staff. Once the documents have been transferred to the Junior School computer system, the memory stick is wiped.

Equal Opportunities

We recognise that for some children e.g. those with special educational needs, children looked after, those with English as an Additional Language, those with a medical need etc. transition may be a stressful time that can affect their progress.

We will ensure that we identify those requiring special attention/support at an early stage and put in place extra measures to support them to help ensure continuity and progression.

Monitoring and Review

This Transition Policy will be shared with parents/carers of Year 2 children during the Summer Term.

A follow up questionnaire is sent out to parents during the Autumn Term. This forms part of the ongoing evaluation of transition and changes are made where necessary.

This policy will be regularly monitored and reviewed in line with the Review Cycles of the two schools.