

TRANSITION

 POLICY

Transition is the process by which children enter Urmston Primary School, move from year group to year group and finally leave us to move onto secondary school. This policy has been written to give parents, children and others information about what we currently do in

Urmston Primary School to make these changes happen as smoothly as possible for all concerned.

Whether children are starting a new school or moving classes within the same school, parents and children often have concerns and worries. We take a number of steps at all of the different stages of a child’s life with us, and depending on their individual needs, to iron out those issues.

**ENTRY TO SCHOOL**

Nursery

* An induction meeting is held in the Summer prior to the children starting in September where all relevant information is given along with an induction pack.
* Children beginning at our Nursery will be offered a home visit. This is followed up by a ‘Play and Stay’ session whereby parents play alongside their child in the school setting.
* Links are made with any previous early years setting that the child has attended.
* The nursery staff are available at the end of every day should to speak to parents if needed and learning journals are completed on each child.
* Regular open sessions take place through the year where parents are invited to play alongside their child in nursery.

Reception

* Nursery children who are transferring to Urmston Primary Reception have three visits in order to explore their classroom and meet the Reception staff in the Summer prior to starting in September. During two of these visits, they are accompanied by their parents and on the third visit, they spend an hour with us without their adult.
* In September, these children also have a home visit, to meet their teachers again in a more familiar setting and to ask any questions they may have.
* Children who have been attending our school Nursery are invited for two visits in the Summer, one with their parents and one without.
* During the Summer holidays, a letter is sent out to the children from their new teacher, telling them a little about themselves.
* The children are given an ‘All about me’ sheet so that they can share information about themselves and are also given a bag to place 3 special objects in to share with their class in the first week.
* An induction meeting is held by the Head and Deputy in the summer term for all parents/carers of children transferring into Reception, whether they are new to school or whether the family is already familiar with school. Parents are given a full induction pack containing as well as a booklet about the curriculum, ways they can help prepare their child for Reception and ways in which they can continue to support their child throughout the year.
* Links are made with any previous early years setting that the child has attended. Where possible, a member of the Reception team will visit the Nursery setting to discuss the child, otherwise, the information is relayed in the transition form.
* Meetings take place between the School Nursery and Reception teams to ensure that all key information about the child is transferred across.
* In September, the children are invited to school for half days at first, building up to a full day by the end of the first week. During this time, the children are settled and supported with new classroom routines, lunchtime arrangements, the location of the toilets, as well as moving more widely around school.
* Parents are invited for a coffee morning at school in order to meet other parents and are welcomed by the P.T.A.
* A curriculum meeting is also held in September to talk through the learning that takes place.
* Throughout the year there are regular contacts with home –in person, online and on paper - and learning journeys are completed on each child.
* At the end of Reception, the children are given opportunities to visit the Year One classrooms, including the visit on ‘shuffle up day’ where children meet their new classmates and teacher.
* Meetings take place between the Reception and Year 1 teams to ensure that all key information about the child is transferred across.

Later Years

* Children who transfer into school in Years 1-6, whether at the start of the year, or in the middle of an academic year, are offered a tour of the school with their family. This is usually by the Head or Deputy but may be the school secretary.
* Discussions are held with each family about start dates and times and a school prospectus and entry forms are provided.
* Wherever possible, introductions are made to the receiving class teacher before the child joins the school.
* Links are made with the previous school/s or early years setting, depending upon the needs of the family and the child.
* Class teachers may allocate a ‘buddy’ for new pupils who arrive mid-year into their class.

**TRANSITION WITHIN SCHOOL – YEARS 1 TO 6**

* Children who are transferring to the next year group at Urmston Primary visit their new classroom and teacher on the in-school transfer session.
* The previous class teacher hands up information to the next teacher and the meetings are used to address any issues and answer any questions.
* SEN pupils who may have social communication issues, or children who have other issues which may make them more anxious, may receive additional support and transition time, with our pastoral care team supporting this process.
* The SENCO liaises with new class teachers over a range of issues to ensure smooth transition for all.

**MOVING FROM THE INFANTS TO THE JUNIORS**

Due to some innate differences between KS1 and KS2 and the logistical and locational changes afoot, additional transition arrangements take place for Y2-3. These include:

* A parent transition meeting with school leaders and Y2 and 3 class teachers.
* KS2 visits for Y2 pupils
* Mixed playtimes for Y2 pupils into KS2
* Meet the teacher sessions
* Assembly invites for Y2s

**MOVING ON TO SECONDARY SCHOOL – YEAR 6 TO YEAR 7**

* The Y6 teachers hold meetings with the Pastoral Lead of Year 7 at receiving high schools.
* Induction visits for Year 6 pupils to their new school take place during the second part of the Summer term.
* Summer term PSHE focus on KS3, changes and transition
* Pastoral care groups for pupils identified with anxiety
* Where required, for a child with additional needs (for example CLA, those under Safeguarding measures, or those with SEN needs) individual transition timetables and visits are planned, which will involve the SENDCo of the new school, where all SEN paperwork is transferred.
* Year 6 staff remain in contact with local secondary schools, either through mentoring and visits, or through transition projects.
* All safeguarding documentation is hand delivered with receipts signed where possible. Otherwise, these are sent with a request to returned a signed receipt of documentation.

Date of policy: September 2019

Review date: Autumn 2021

Acting Headteacher: ***S Parker***

Chair of Governors: ***Derek Brown***