

Transition Policy (2018 – 2019)

St Michael in the Hamlet Primary School

Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.

Introduction:

The Governing Body of St Michael in the Hamlet Primary School is fully committed to the welfare of each child. Care and attention is given to each stage of the individual's transition to, through and beyond the school.

Aims of This Policy:

Entering a new situation (e.g. a new classroom and a new teacher) can be a stressful time, Rapid change can lead to insecurity and stress. Children under stress may become withdrawn and unresponsive or demonstrate inappropriate behaviour. Both extremes can inhibit learning.

It is therefore the aims of this policy to:

- Promote the smooth transition of children at the start of each new setting.
- Prevent and alleviate stress
- Promote continuity of teaching and learning.

Key principles on which we operate:

- The collection of information prior to the children starting in a new setting will be in cooperation and partnership with parents, existing staff, receiving staff and, if age, appropriate with the child.
- Discussions and collection of information will focus on the whole child and not just child development or academic achievement. i.e. routines, interests, family unit, relevant medical information alongside any additional needs.
- Timescales for transition are variable to meet the individual needs of the child
- Other relevant information e.g. social care issues, special educational needs, looked after child etc (all compliant with Data Protection Act.) will be shared on a 'need to know' basis.

Foundation Stage

- **Taster Days into Nursery and Reception classes arranged with families towards the end of the summer term , after formal parent meetings.**
- Teachers meet in summer term to discuss individual children and to transfer records.
- **For children moving from FS into KS1, one formal morning visit to their new class and new teacher in July.**
- A formal meeting with families new to KS1

- **KS1 and KS2 assemblies** about moving classes/change. Any children changing Key stage will be invited to the appropriate assembly.
- **Staff** meet in summer term to discuss individual children and to transfer records.
- One formal morning visit to new class and new teacher in July.

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- Transition work completed in 2nd half of summer term.
- One day visit to new secondary school.
- Formal meeting between the Year 6 teacher and the Year 7 tutor of receiving secondary school.
- Identified children (SEN, LAC) receive additional support before and after transition.
- Transfer of records to secondary school.

We recognise that for some children e.g. special educational needs, looked after children, English as an additional language etc, transition may be a stressful

period of time that can affect their progress. Hence we will ensure to identify those requiring special attention/support, whatever their race/colour/gender/beliefs, at an early stage and the receiving teacher made aware of this.

Reviewed October 2018

Next review date: October 2019