



Transition Policy 2022- 2023 St. Michael in the Hamlet Primary School

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. This Policy is written in line with our new school vision (2020).



S.M.I.T.H

Safe, Motivational, Inclusive, a Team and Happy

Aims:

Entering a new situation (e.g. a new classroom, building and/or 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 Children under stress may become withdrawn and unresponsive or demonstrate inappropriate behaviour.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

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- 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.

Early Years Foundation Stage moving into reception

- Stay and Play sessions for nursery and reception classes arranged with families towards the end of the summer term, after formal parent meetings.
- Teachers meet during the summer term to discuss individual children and to transfer records.

Whilst in nursery the children will be prepared for reception in many ways such as;

- ~ Being encouraged to recognise their name and their belongings
- ~ Begin to count in a sequence and recognise numbers to up to 5
- ~ Begin to hold a pencil using a pincher grip
- ~ Begin to recognise the initial sounds in their name
- ~ We will encourage pupils to go to the bathroom independently
- ~ Pupils will be supported so that they can feed themselves

Early Years Foundation Stage moving into Key Stage 1

- For children moving into Key Stage 1, a teaching visit with their new teacher will happen prior to the summer holiday.
- Their new teacher will send them a welcome profile so they learn a little more about them
- The current teacher/s will meet to handover any relevant information about the class prior to the end of the academic year.
- Through the reception year the teachers will get pupils ready in a number of ways and these will start in the Autumn term and will evolve right up until the children reach the end of the summer term.

In Autumn term we will:

- ~ Encourage children to write their first name
- ~ Find their own books
- ~ We will use the infant hall for PE and lunch becoming more familiar with the building.
- ~ We will share the whole school behaviour system of class dojo points.

In Spring term:

- ~ We will add a little more structure to the day adding a separate English and
- ~ Maths carousel as well as teaching phonics and guided reading.
- ~ We will encourage lots of think, pair, share and encourage children to independently seek out resources to support their own learning.
- ~ We will introduce think for pink alongside the school's marking scheme

In Summer term:

- ~ Children will be encouraged to write their whole name

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- ~We will introduce the idea of house teams and team rewards.
- ~We will share spelling each week to prepare for year 1
- ~We will explore the infant playground and other spaces that are less well-known to our pupils.

Key Stage 1 (Year 2) to Key Stage 2 (Year 3)

- KS1 will have assemblies about moving classes and changing buildings.
- All children changing key stage will be invited to tour the junior building.
- Teacher profiles will be sent to pupils and parents in the summer term prior to our meet the teacher meetings.
- Staff will meet in summer term to discuss individual children and to transfer records.
- Parents will be invited to a meet the teacher session on the yard in the summer term.

Key Stage 2 (Year 6) to Key Stage 3 (Year 7)

- Transition work completed in 2nd half of summer term.
- Remote and face to face conversations with current teacher and staff from their new schools
- One-day visit to new secondary school.
- Identified children (SEN, LAC) receive additional support before and after transition.
- Transfer of records to secondary school.

Equal Opportunities

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: July 2022

Next Review: July 2023

