



# **THE BISHOPSWOOD SCHOOLS FEDERATION**

## **TRANSITION POLICY**

**Policy Reviewed** – November 2024

**Next Review** – November 2026

This policy relates to the transition of pupils between year groups and key stages. It describes the purposes and aims of securing smooth transition.

### **Purpose of Policy**

- To minimize change between year groups and key stages so that children's progress can continue.
- To ensure high expectations of learning and achieving are in place.
- To secure systems and structures that allow for valid assessments, reliable information about children's progress and early identification of children's needs.

### **Aims of policy**

- To promote children's self-esteem by ensuring that they experience success at every transition period.
- To enable children to take responsibility for their learning.
- To identify barriers to learning.
- To ensure continuity and progression of learning experiences.
- To celebrate progress and achievement and intervene where progress has not been made
- To ensure children starting school have a smooth transition from pre-school to school with lots of opportunities to be familiar with their new environment
- That parents of children starting school are given all the information needed for their child starting school
- Liaise closely with the local preschools, to gather information on children and families to support this transition and to hold joint meetings with parents and pre-schools for children who have additional transition needs

### **Annual activities in place to ensure smooth transition**

#### **Pre-school to Year R**

##### **Autumn Term**

- Open Mornings/Afternoons for parents of the following September intake to visit the school.
- If requested, individual tours with the Executive Headteacher, Head of School or Assistant Headteachers are also available [Mid November]

### **Summer Term**

- Teachers visit all pre-schools that have children coming to us in September.
- Teachers organise a local cluster meeting of schools and pre-schools to discuss transition.
- Parents are sent a welcome pack as soon as they have accepted a place at the school.
- If necessary, transition meetings for children who have additional needs are held with the SENCo, parents and representatives from the appropriate pre-schools/nurseries.
- Transition sessions where children begin to build up the amount of time spent in school without their parents. Activities include:
  - Short story time sessions with parents
  - Stay and play afternoons where children stay without their parents.
  - Move up morning where children continue to get used to their environment
- Teddy Bears Picnic – This is held on a Saturday and all members of the family are invited. This is a social time for families to get to know each other.
- A further information evening is held during June to explain more about the curriculum for Year R and support parents with school readiness.
- Buddies Club is held during the last week of the summer holidays; children come for a number of free morning sessions to support transition and allow staff to begin to assess children

### **Autumn Term**

- Home Visits are held in the first week of the school year (September); staff visit children in their homes to ask more detailed questions.
- Information and welcome meeting for new parents in mid-September.

### **Year 2 to 3**

#### **Autumn Term**

- Children visit Junior School for project sharing
- Children watch the Year 3/4 Christmas Production

#### **Summer Term**

- Year 2 and 3 teachers share KS1 assessments, particularly writing
- Year 2 teachers share all End of Key Stage 1 assessment results
- Year 3 teachers visit Year 2 pupils for an English or Maths session.
- If necessary, transition meetings for children who have additional needs are held with the SENCo, parents and relevant staff.
- Meeting for parents of new Year 3 children at the Juniors to ensure their understanding of the systems, routines and the methods of teachings in the Junior School.
- Playtimes arranged on the Junior School playground – with Year 3 children [also an opportunity for Year 3 teachers to informally observe Year 2 children]

### **Year 6 to 7**

#### **Autumn Term**

- Visit by Hurst Year 6/7 liaison staff.
- Year 6 taster day at The Hurst

#### **Summer Term**

- Year 6 Induction Days at The Hurst and other Secondary Schools.
- Year 6 teachers meet with Year 6/7 liaison staff from secondary schools.
- If necessary, transition meetings for children who have additional needs are held with the SENCo, parents and representatives from the appropriate secondary schools.

## **Activities for all year groups**

### **Summer Term**

- School as September – Move Up Morning (approx. 1<sup>st</sup> Friday in July)
- Teachers update IEPs and plan any intervention programs that may be needed for following year groups.
- Teachers are given opportunity to spend a session observing their new pupils [if necessary more time is given for observing SEN children]
- Optional Parents Evening for families to discuss progress as identified in Pupil End of Year Reports
- Opportunity for parents to meet their child's teacher in September after Move Up Morning
- Transition Meetings where Year R/1, 1/2, 2/3, 3 /4, 4/5, 5/6 teachers meet to share academic information about pupils and discuss social and emotional needs.
- If necessary, transition meetings for children who have additional needs are held with the SENCo, parents and relevant staff.

### **Evaluation**

The Executive Headteacher will evaluate the success of the policy by looking at the impact on standards and pupil progress over a year. Results of surveys that show the impact on pupil confidence and attitude will also indicate the success of the Policy.