



ST CHARLES'
CATHOLIC PRIMARY
SCHOOL

TRANSITION
POLICY

<u>TRANSITION POLICY</u>		
<u>AGREED: MARCH 2017</u>	<u>REVIEWED: MAY 2018</u>	<u>NEXT REVIEW: MAY 2019</u>

Our Mission at St Charles' Catholic Primary School is to...
LOVE, LEARN, GROW TOGETHER

St Charles' Catholic Primary School

Transition Policy

EYFS/KS1

At St Charles' Catholic Primary School we endeavour to ensure a smooth transition for pupils between pre-school and/or Nursery and the Reception class and also between EYFS and Key Stage 1. Children and parents/carers need to feel secure and confident to face the challenge of starting school and the significant changes as they progress through their school life. We recognise that children are vulnerable at stages of transition. We implement a range of strategies and activities to ensure a smooth and happy transition.

Aims

- To provide a smooth transfer from home or pre-school to Nursery and/or from pre-school or Nursery to Reception for both pupils and their parents/carers
- To ensure that the children's emotional well-being is a priority
- To ensure good communication between staff, parents and pupils
- To raise parents' awareness of school routines and how to support their child at school
- To provide a smooth and positive transition between Reception and Key Stage 1 and to ensure that the EYFS assessment information is effectively communicated

EYFS

Welcome Meetings and 'Stay and Play' Session

The school has a number of open days in the Autumn and Spring terms in order to promote the school to families within the area.

Once places have been allocated, a parents/carers' information meeting is arranged in the summer term prior to the child starting school. This is led by the Reception Class Teacher, Head teacher, Deputy, as well as outside agencies such as Family Support. The EYFS curriculum is introduced as well as practical information to suggest how parents can help their child at home. School times, uniforms and general procedures are also shared.

Children are given the opportunity to visit the setting with parents/carers for a 'Stay and Play' session in the second half of Summer Term before they start school.

Children and their families will also be provided with an opportunity to have lunch in the school hall.

Nursery Visits

The Reception class teacher liaises with nurseries to arrange visits and meet future pupils in their current setting. Children's needs and levels of development are discussed with Key Workers.

The SENCO also liaises with nurseries and agencies within the LA in order to discuss any children with special needs and how the school can meet their needs.

Home Visits

All parents are given an opportunity for a home visit, which is undertaken by two members of the EYFS team. These visits are completed before the children start school in September. This provides parents/carers with a chance to discuss personal matters and ask any questions. Each family is given a welcome pack and story book.

Starting School

Children start school in the Autumn term on a staggered intake. 50% of the class will attend for the morning session and 50% of the class will attend in the afternoon for the first week of school. Individual needs are considered and some children attend for a shorter period of time if they find the session too long.

Initially, children will not have an official playtime but will play during free-flow but gradually a playtime is introduced in Summer term in order to ensure a smooth transition into Key Stage 1.

Transition from Reception into Key Stage 1

We recognise that all children are unique and reach different stages of development at different times.

Entry into Key Stage 1 is, therefore, an important transition. We apply a number of strategies to ensure that the move from Reception into Key Stage 1 is a smooth and happy one for the children. The following strategies are embedded in order to ease transition:

- A more structured timetable is introduced during Summer Term in Reception which places importance on group activities.
- Circle time discussions are held about moving to Year 1
- Planning ensures that in Year 1 there is an appropriate balance of adult led activities and child initiated activities to support children's learning needs in Year 1 during Autumn Term.

KS1 to KS2

In order to ensure smooth transition from Key Stage 1 to Key Stage 2, a whole school transition is held towards the end of the Summer term. The children in all classes spend a half day with their new teacher in their new classrooms, undertaking a variety of activities relating to their hopes and aspirations for the year to come.

Pupils with SEND are, where appropriate, given more opportunities to become familiar with their new classroom and develop supportive relationships with the new class teacher and LSA.

KS2 to KS3

In July, all Year 6 pupils attend a city-wide Transition Day, visiting their new secondary schools. Arrangements are made by the SENCO for any pupils with extra needs, where appropriate, to make further visits to their secondary school, accompanied by our staff if deemed necessary. All information relating to Year 6 pupils is passed on to their secondary schools using the LPHA Transition document. Further information may be transferred confidentially by the SENCO or Head teacher, as appropriate.