

Broomwood Primary School

Transition Policy

Vision

*Achieve, believe and succeed
for a brighter future.*

Mission

*To create a positive, enjoyable atmosphere, to
inspire all to learn and grow.*

'Together we believe. Together we achieve.'

Our Aims

- Commitment
- Togetherness
- Welcoming
- Respect
- Nurturing

Please also refer to our school's website at:

<http://www.broomwoodprimary.co.uk/>

TRANSITION POLICY

Transition is the process by which children **enter** Broomwood 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 Broomwood 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.

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ENTRY TO SCHOOL

- **Pre School**
 - All children entering our Pre School class, at age 2 or 3, will be offered a home visit.
 - Photos of Pre School team members are given to the family with the induction information pack.
 - This is followed up by a 'Play and Stay' session whereby parents play alongside their child in the school setting for a period determined according to the child's needs.
 - Links are made with any previous early years setting that the child has attended.
 - There are regular contacts with home - brief daily meetings with families, and a named key worker from the Pre School team supports each child.
 - There are written daily reports and learning journals are completed on each child.
 - Further links are made with home via the Early Years 'Home Stars' display in class.
 - Pre School children regularly visit the Nursery class and the Nursery/Reception outdoor area, in order to become familiar with it.
 - We also know that it is best for the Nursery team to visit all transferring Pre School children within the Pre School room that they already know and are comfortable with, before the children make their first 'official' visit with their parents to the Nursery class.

- Meetings take place between the Pre School and Nursery teams to ensure that all key information about the child is transferred across.
- **Nursery**
 - Children who are entirely new to the school at Nursery age (3-4) will be offered a home visit.
 - Photos of Nursery team members are given to the family with the induction information pack.
 - All parents and children are invited to visit the Nursery class together.
 - Again this is followed up by a 'Play and Stay' session whereby parents play alongside their child in the school setting for a period determined according to the child's needs.
 - Links are made with any previous early years setting that the child has attended.
 - There are regular contacts with home - brief daily meetings with families and learning journals are completed on each child.
 - Further links are made with home via the Early Years 'Home Stars' display in class.
 - Nursery children regularly play alongside the Reception staff and children in their shared outdoor area, and this helps to ease the transition into the Reception class.
 - Meetings take place between the Nursery and Reception teams to ensure that all key information about the child is transferred across.
 - **Reception**
 - Members of the Reception team visit Nursery for story and song sessions so that children who are transferring internally meet the new staff in their familiar setting.
 - Nursery children who are transferring to Broomwood Reception visit their new class on the in-school transfer session.
 - 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.
 - Photos of Reception team members are given to the family with the induction information pack.
 - Links are made with any previous early years setting that the child has attended.
 - In the first few days of the autumn term, individual induction meetings are offered by the Reception teachers with each family in the class.
 - Following this, the children are settled and supported with new routines around lunchtime, and the location of the toilets, as well as moving more widely around school.
 - Throughout the year there are regular contacts with home - face to face and on paper - and learning journals are completed on each child.
 - Further links are made with home via the Early Years 'Home Stars' display in class.

- 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 School Business Manager.
 - Discussions are held with each family about start dates and times and a school prospectus and entry questionnaire is 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 will 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 Broomwood visit their new classroom and teacher on the in-school transfer session.
- The Headteacher sets aside meeting time for the previous class teacher to hand up information to the next teacher and there is an agreed format for doing this.
- SEN pupils who may have social communication issues, or children who have other issues which may make them more anxious, receive a photo booklet showing their next classroom and key staff for the summer holiday.
- The SENCO liaises with new class teachers over a range of issues to ensure smooth transition for all.

MOVING ON TO SECONDARY SCHOOL - YEAR 6 TO YEAR 7

- The Headteacher holds 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.
- 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. The SENCO arranges meetings with families for staff at the receiving school. Where this is not possible, emails are sent to the receiving SENCO and SEN paperwork is transferred.

- Children who remain under Trafford Speech Therapy during Year 6 are offered places on the Trafford SLT Transition Summer School course. These invitations are issued by Trafford Speech Therapists.

COMPLAINTS

Please refer to the School Complaints Policy which is available on our website, www.broomwoodprimary.co.uk

POLICY REVIEW

This policy will be reviewed and revised in line with developments in the National Curriculum and the School Development Plan.

S Stevenson, SENCO
April 2015

Approved By Governing Body _____

Date _____