

TRANSFER LIAISON POLICY

St Thomas More's Catholic Primary School

The mission of St Thomas More's school is to educate and inspire every child to fulfil their unique giftedness within a loving Catholic Community

RATIONALE

The duty of care for educational, moral, physical and spiritual development ensures that the transition of pupils from primary to secondary school is successfully managed. This policy also refers to transition from Pre-school to Foundation Stage (FS), FS to Key Stage One (KS1) and from Key Stage One to Key Stage Two (KS2).

Pupils also move from class to class within each key stage and their needs are also considered.

AIMS

Our main aims are:

1. To plan and respond to the needs of all pupils.
2. To ensure that there is continuity and progression in the curriculum, approach to learning and all issues relating to the well-being of the child.
3. To ensure continuity and provision for students requiring additional support for learning, physical, behavioural or spiritual, moral needs.

OBJECTIVES

1. To transfer records to the next phase, class or school for all academic subjects, behaviour, physical, spiritual and moral needs including Y2/3 and Y6/7 ensuring that teachers are given time in which to do this
2. To ensure that pupils are prepared, as fully as possible, to meet the expectations of the following year.
3. To ensure that teachers are given sufficient information to enable smooth transition.
4. To ensure that parents are given sufficient information to enable smooth transition.

MONITORING AND EVALUATION

This policy will be monitored by the admissions committee and Pastoral Team on a regular basis, through discussions and consultations with teachers, pupils and parents involved.

Approved

Governing Body: 18/05/17

Reviewed: Bi-Annually

Review Date: Summer 2019

TRANSITION ARRANGEMENTS

Pre-school to Reception		
Children	Parents	Staff
<ul style="list-style-type: none"> • Visit children in their Pre-school • Four 'Stay-and-Play' sessions in school • Teddy Bears' Picnic • Home display (pictures of their families etc for familiarity) 	<ul style="list-style-type: none"> • Two meetings for parents 	<ul style="list-style-type: none"> • Visits to all Pre-Schools • Meetings with Key-workers
<ul style="list-style-type: none"> • Home visits • Information booklet • <i>Songs & Rhymes</i> booklet • <i>Chatter Boxes</i> – Boxes which they put items in from home so they can be used to start conversations with the children once in school 		
Reception to Year 1		
Children	Parents	
<ul style="list-style-type: none"> • Circle Time Question & Answers and to address worries • Three visits to meet each of the Year 1 teachers • Meet with Year 1 children to talk about being in Year 1 	<ul style="list-style-type: none"> • Two meetings for parents 	
<ul style="list-style-type: none"> • Summer Challenge: <i>Holiday bags</i> –Children given small bags for them and their parents to put items (postcards, tickets etc) from things they've done over the holidays ready to share in Y1 		
Year 2 to Year 3		
Children	Parents	
<ul style="list-style-type: none"> • Circle Time Question & Answers and to address worries • Three visits to meet each of the Year 3 teachers • Meet with Year 3 children to talk about being in KS2 	<ul style="list-style-type: none"> • Meetings for parents to introduce staff and discuss routines as well as the similarities & differences between KS1 & KS2. Opportunity for Q&A 	
Year 6 to Year 7		
Children	Parents	Staff
<ul style="list-style-type: none"> • Secondary School liaison staff meet with pupils (Q&A session) • Children visit Secondary School 	<ul style="list-style-type: none"> • Secondary Schools hold open mornings and evenings for Year 5 and Year 6 parents at various times throughout the year. 	<ul style="list-style-type: none"> • Year 6 staff & SENCo meet with Secondary School staff to discuss individual needs for all pupils and to arrange additional visits for pupils with SEN

CURRICULUM:

1. In the second half of the Summer Term, the staff of the current year group and next year group will meet together to moderate and agree judgements on pupil attainment.
2. At the end of the summer term, all records will be passed on to the next teacher – records to be agreed beforehand (see assessment policy)
3. Within St Thomas More's, all teachers will meet to discuss pupils, who are transferring to next year group.
4. Annual meeting with parents in KS1 and KS2 at the beginning of the Autumn term, will be held to explain expectations, curriculum coverage, etc.
5. Transition work between Y2 and Y3 will occur to ensure that successful strategies used in KS1 are continued in KS2.

PASTORAL

- ❖ We aim, wherever possible, to place children in classes with at least one friend, although this cannot be guaranteed. For this purpose, children from Year 1 onwards will be asked to list 5 friends with whom they would like to be placed. Every effort will be made to accommodate this, but the educational needs of the class will be prioritised. This will take place as soon as possible after end of year assessments and reports have been completed.
- ❖ Discussions will take place between Y6 and Y7 teachers of receiving secondary school.
- ❖ Where SEN or 'vulnerable' pupils are transferring to secondary school, there will be additional visits arranged by the SENCos, or Y7 Head of Year and also discussions with key members of staff about the pastoral needs of each pupil.
- ❖ SEN or 'vulnerable' pupils may have additional transition sessions with ELSA, should this be deemed appropriate
- ❖ There will be an induction day each year for the pupils transferring to secondary school and an opportunity for children new to St. Thomas More's to visit their new classes at the end of the summer term.
- ❖ Pupils transferring within St Thomas More's will visit their new classes in July.
- ❖ Induction for Foundation Stage children is dealt with separately in the Early Years Induction Arrangements.
- ❖ Annual meeting with parents at the beginning of the Autumn term, where there are opportunities for parents to seek clarification of any concerns.
- ❖ Y5 and Y6 open evenings for parents at feeder Secondary Schools.
- ❖ Parent session for Y2 parents going into Y3 to ensure smooth transition from one key stage to the next.
- ❖ The DSL will discuss any child Protection concerns with the staff from receiver schools

SECONDARY TRANSFER DOCUMENTATION

The list of required documentation varies from school to school and is agreed by the various transfer liaison groups on a yearly basis.