



TRANSITION POLICY

Signed *V. Garrett* Vice Chair of Governors

Date: 20th November 2014

In this policy the term 'transition' describes the movement that takes place from one familiar setting to another. It is defined as the process where policy and practice has been adapted to support children in settling into the learning environment in preparation for future learning and development.

Aims of this Policy:

Pupils at Northwood Primary make several transitions:

- Into the Foundation Stage
- From Foundation Stage to Year 1.
- From one class to another
- From Year 6 to Secondary School.

Each of these transitions is a unique phase which has its own challenges and expectations. We want our children to experience a smooth transition throughout their learning so that the pace and quality of learning are maintained to ensure that children continue to make the very best progress.

This policy addresses issues of transition at all stages from entry to Northwood Primary to entering Secondary education. This policy also aims to:

- Encourage all parents and carers to be partners in their child's education.
- Assist parents in helping their children prepare for school and transition to each new year group.
- Make a happy transition from home and /or pre-school to school and year group to year group.
- Support all children towards independence and develop confidence and ability to cope with change.
- Give pupils a clear understanding of the new expectations ahead of them.
- Ensure that any relevant information from outside agencies is acknowledged and acted upon particularly in relation to children with special educational needs.

Principles that underpin the Policy.

- Approaches to teaching and learning are harmonised at the point of transition.
- Planning is based upon the assessment from the previous class.
- Targets are set by old and new teachers together.
- Children should enjoy the new approaches at transition.
- Teaching should motivate and challenge children.
- All relevant academic, medical and social information is passed on to relevant staff at transition.

Equal Opportunities and Inclusion

The children and parents are actively involved in the process of transition and their perceptions about transition are valued. There are clear curriculum guidelines for pupils with additional needs at transition.

Transition from home and/or Pre-School to the Foundation Stage.

- Tours of the school offered to all incoming parents and children.
- Discussions take place between Northwood staff and staff from other settings.
- Parents receive relevant and timely information about the school.
- New intake children currently at Northwood Playgroup visit weekly throughout the Spring and Summer terms and children from other settings visit as often as possible.
- Children have a staggered start over the first 2 – 3 weeks of the Autumn term.
- All children must attend full-time by the term after their 5th birthday.
- During the Summer term a meeting for parents takes place to answer any questions or concerns about the Foundation Stage.
- The Foundation staff are proactive in talking to parents about issues that may arise with individual children.
- All families are offered home visits in the run up to the new term.
- Through observations and other assessments a base line record is completed within the first half of the Autumn term.

Transition from Reception to Year 1

The Year 1 curriculum builds on and extends the experiences children have had during the Foundation Stage. Cherry Class (Year 1) aims to reflect some similarity to Apple Class (Foundation Stage) in that it exhibits areas of learning. Although Year 1 is the first year within which the National Curriculum is followed, we continue to develop the independent learning skills established in Foundation Stage. Children in Year 1 are encouraged to select resources and activities independently and use decision making in their learning. Before the children move from Foundation Stage to Year 1 teaching staff meet to discuss the children's progress and monitor work together. During these meetings information is shared regarding progress, additional needs and friendship groups.

Information passed onto Year 1 teachers must include:

- Knowledge of sight words
- Knowledge of phonics
- Spelling results (SWST)
- Reading levels
- Big Writing portfolio with moderated work.
- Maths levels
- Unique child profile document
- Early Years Profile
- Survey of Need
- IEPs

Information is used to group children, fine tune the curriculum and set targets.

Transition to all other year groups.

- All children visit their new classes during the second half of the Summer term when Year 6 children visit their new Secondary schools.
- All teachers meet several times in the Summer term to share information, data and set targets.
- All tracking information is passed on and evidence of assessed work.
- Throughout the year children are given the opportunity work together – Chatting Chums and Community Build.
- Teachers hold 'Meet the Team' meetings in the Summer term (lower Key Stage 2) and the Autumn term (all other year groups).

Information passed onto the next teacher must include:

- Knowledge of sight words
- Knowledge of phonics
- Spelling results (SWST)
- Reading levels
- Big Writing portfolio with moderated work.
- Maths levels
- Good, Better, Best books
- Survey of Need
- IEPs
- APP sheets

Transition to Secondary Education:

- Children and their families are invited to open evenings by local schools and applications for places are submitted by the end of October.
- Families are notified of the allocated places by the 3rd March.
- During the Summer term the IW Secondary schools hold 2 transition days for Year 6 children.
- Northwood will endeavour to arrange extra visits for those children who need them
- PSHE activities during Year 6 helps to alleviate any concerns children might have.
- Year 7 staff visit children during the year and information is sent to the Secondary providers regarding academic levels and friendship groups.