



Roman Road Primary School

Transition Policy

See also EYFS Policy and Home Visits Policy

Policy for Transition

This policy has been written for pupils who will be experiencing change at various stages in their school life.

Rationale

- Any change can be a time of stress and upset for a child and the child's family.
- At Roman Road School, we feel it is important to manage this change sensitively and supportively.
- Excellent communication and direct experience is crucial in order to maximise children's learning, building on their skills, knowledge and understanding which they have already developed.
- All members of our school community need to feel supported when faced with new challenges and situations.

Equal Opportunities

- No discrimination will take place regardless of race, gender or disability.
- Children will be supported equally, according to their needs.

Related Policies, Documents and Other support

- See EYFS Policy.
- See Home School Agreement.
- School website offers information about school.
- Establish links with external agencies already supporting the child.
- Visits to the school / classes for pupils and family Induction for family as parents accompany child to school.
- Welcome pack and prospectus given to parents.
- Introduce the Home-School books to parents in the Foundation Stage.

WHAT WE DO (see also EYFS Policy for Home Visits)

PRE-NURSERY TO NURSERY

- Prior to starting Roman Road Nursery, parents are invited to bring their child for visits as necessary.

- Staff actively encourage the sharing of information with parents on a regular basis.
- Home visits are carried out prior to children starting, to familiarise with children's learning and starting points

RECEPTION TO YEAR ONE

Re Transition

- 'Moving up' visits to Year 1 classroom.
- Teacher liaison meeting to share information.
- Writing books start in summer term
- Teacher and pupils to discuss class rules.
- Reception to Year 1 Attendance parents meeting
- Reception follow year 1 form of teaching for maths and English where applicable in summer term
- Medical information passed on to receiving staff.
- Work from previous year passed onto new year 1 teacher.

KEY STAGE ONE TO KEY STAGE TWO

- 'Moving up' visits to next class
- Handover meetings between teachers.
- SEN, EAL assessment / target tracking reading.
- Medical information passed on to receiving staff.
- Moderation of writing assessments and target setting shared to ensure progression.
- Teachers and pupils to discuss class rules.

Year 6 / 7

- CTF information sent to secondary school.
- SENCO hand over.
- Meetings with secondary school where necessary. Once school places have been offered Y6 team liaise with receiving secondary in their programme which varies between schools
- Year 6 Pupils have taster day at Secondary school.
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NB: CP records for year 6 pupils are delivered to a borough secondary school for distribution to ongoing secondary schools, or they are transferred through 'Safeguard' if Secondary schools have this.