

All Saints Catholic Primary School



Transition Arrangements Policy

Purpose

Introducing all new children to the environment of the School is an important factor in helping each child to feel settled and secure.

Aims

- To gather information about the children from their previous school, preschool setting and from parents.
- To use the information to inform planning to help each individual child.
- To ease any worries or fears (in the minds of children and their parents) about the move to All Saints Catholic Primary School.
- To ensure a successful transition to the School for all children.

Transition Arrangements for Pupils entering Foundation Stage

Prior to admission

- All new pupils and parents will be invited to attend toy library during the summer term. This is an opportunity to visit the school on an informal weekly basis, borrow a toy and have a cup of tea or coffee with other parents whilst the children play amongst their new peer group in the school setting.
- A series of meeting will be arranged to explain to parents about the foundation stage curriculum and arrangements for the first day at school.
- Parents have the opportunity to meet the Head teacher, Deputy Head and KS1 Assistant head as well as the foundation stage teachers.
- All new pupils and parents are welcome to tour the school with the Head teacher (or a member of staff if the Head teacher is unavailable) and offered the opportunity to ask any questions they wish to about the school.

Getting to know the pupils

Information gathering about each individual child is very important and will be undertaken in a variety of ways:

1. Foundation stage teachers will be available to meet individually with parents to have a discussion and fill in a questionnaire about their child.
2. Parents will be asked about pre-school experiences and their child's friendships.
3. Legally required information will be requested from the pre-school provider.
 - Short start report.
 - Early Years Foundation Stage (EYFS) assessments.
 - Special Needs information

- Child Protection information
- 4. Foundation stage staff will visit and liaise with pre-school to liaise over specific children with special needs.

Arrangements for admission

- New foundation stage pupils will have a staggered start during September, details of which will be finalised yearly. From September 2011 all pupils will be entitled to start full time from September.

Transition arrangements for other new pupils and mid year transitions

Prior to admission

- All new pupils and parents will be invited to tour the school with the Head teacher (or a member of the SLT if the head teacher is unavailable) and offered the opportunity to ask any questions they wish to about the school.
- Parents will be given an explanation of some key features of the school, namely:
 - Positive behaviour system
 - Attendance requirements – it is unlikely holidays will be authorised during term time
 - Pupil targets
 - Use of working walls and VCOP
 - Availability of clubs, out of hours activities
 - Homework expectations
 - Reading and homework diaries
 - Procedures for lunchtimes and end of the day
 - Parents evenings
 - Opportunity to purchase school uniform
 - Parents will be given a school prospectus

Getting to know the Pupils

Information gathering about each individual child is very important and will be undertaken in a variety of ways:

- Parents of pupils new to the school will be asked information and a member of SLT will complete a short questionnaire about the new pupil which will provide the teacher with useful information (see appendix)
- Legally required information will be requested from the previous school/establishment.
 - Baseline assessments
 - Curriculum assessments
 - SATs results

- Special Needs information
- Child Protection information

Arrangement for the day of admission

- To ensure a calm start to their first day, pupils will not start until 9.15am
- New pupils and their parents will be met in the main reception by a member of staff and will be escorted to their new classrooms.
- Children will be given a buddy for the first day
- At the end of the day pupils will be collected from reception to allow the class teacher a chance to provide positive feedback on how the first day went.
- A subsequent meeting between parents and class teacher will be arranged if it is felt necessary.

Transition arrangements for pupils moving up to a new year group

- All pupils moving into a new year group will meet their new teacher towards the end of the summer term.
- Pupils new to the school will be invited to attend school on the afternoon of the 'meet the teacher'.
- All parents will be invited to attend a display evening to celebrate their child's achievements and visit their child's new classroom and meet their new teacher.
- Parents of children moving from year 2 to year 3 will be invited to attend a meeting towards the end of the summer term outlining the KS2 curriculum and transition details.
- At the beginning of the Autumn term parents will be invited to attend a curriculum meeting for the year group their child is in. This is an opportunity for parents to hear about the specific curriculum arrangements for that year group and meet their child's new teacher to discuss any issues or concerns they may have.