

Broad Square Primary School



Transition Policy

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February 2024	Removed reference to COVID-19

BROAD SQUARE PRIMARY SCHOOL

TRANSITION POLICY

Our values are:

Excellence, Responsibility, Respect, Community, Enjoyment, Compassion and Perseverance

Our mission is to ensure that all pupils fulfil their true potential, so that every child that leaves Broad Square will do so with the best life chances. Our school values underpin all that we do within school and our work with parents, governors and outside agencies.

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. We recognise that pupils can be vulnerable at stages of transition and so we implement a range of strategies and activities to ensure a smooth and happy transition.

Pupils at Broad Square Primary School may make several transitions as they move through the school including:

- Transition from home to EYFS
- Transition from Nursery to Reception
- Transition from EYFS to Year 1
- Transition from one class to another
- Transition from Year 6 to secondary school

Each of these transitions is unique with its own challenges and expectations.

Aims

- Make a happy transition from home 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 regard to children who might be considered vulnerable
- Encourage all parents to be partners in their child's education
- Assist parents in helping their child prepare for school and transition to each new phase
- All children to transition safely

Equal Opportunities and Inclusion

The children and parents are actively involved in the process and their perceptions about transition are explored and values. Measures are taken to ensure pupils with learning or access additional needs experience a similar ease of transfer as other pupils.

Principles that underpin the policy:

- All staff view transition as a process, and not an annual event, enabling the effective use of data and dialogue to underpin the start to each academic year
- Planning is based upon assessment information from the previous class/setting

- Styles of teaching and learning meet the needs of the children and not pre-conceived notions of what is appropriate for the next phase/key stage
- There is a professional regard for the information from the previous setting/phase
- Children are able to enjoy new approaches at transition
- Transition motivates and challenges children
- Staff allocation gives particular attention to the particular needs of the children
- Transition is transparent, safe and child-centred

Transition from Pre-School Settings / Home to Early Years Foundation Stage

Transition from home to our Nursery usually begins months before children enter our setting. We completely understand that this may be the first time a child has left their parent/carer and vice versa, so we carefully plan transitional activities to support all in their first experience at our school.

Activities include:

- Parents and their children are invited to look around our Nursery setting and ask questions. There are open mornings throughout the year and parents can also ring the school and make an appointment at any time.
- Home visits (upon request): practitioners from the Nursery visit the children in their home environment before they start in the Nursery.
- Welcome event in the summer term: children starting Nursery in September are invited into the Nursery with their parents to play in the Nursery environment, familiarising with people and the environment.
- Stay and play: children are invited to come and spend some time in the Nursery with their parent, just before they begin.
- Staggered entry: we take a flexible approach settling the children into our Nursery, children may start at different times and for different amounts of time depending on the child's individual needs and time they take to settle. Procedures are in place and are individualised to each child.
- Settling in meeting: in October, parents are welcomed to come and meet with the Nursery teachers to discuss how their child has settled and their next steps.
- The Key Person/Nursery staff compiles an online Learning Journey for each child (Evidence Me) which shows the child's interests, learning, development and progress through photographs and written observations. Parents/Carers are encouraged to contribute and add information to the Learning Journey via Evidence Me.
- Information from pre-school settings is shared with Nursery staff.
- Our school SENDCo will work in partnership with families before the child starts our Nursery to discuss any special educational needs, disabilities or medical needs. We collect information at point of entry about any other professionals who are involved with the child and family. We seek written Parent/Carer permission to work with other professionals before entry to ensure our Nursery is ready to meet the child's individual needs. We work with Parents/Carers as equal partners with, for example, Individual Pupil Profiles, or EHATs. Professionals who support individual children, such as Speech and Language Therapists, are able to do so in our Nursery, where the child may be more settled and confident.

Transition from Nursery to Reception

We recognise that for children moving from Nursery to Reception is a big transition as it is a time for many changes. For some this will be their first time being in school all day, having lunch in a hall, being in a different classroom etc.

To ensure that there is a smooth transition and children enjoy and look forward to coming to Reception, many planned activities are in place:

- Parents and their children are invited to look around our Reception/EYFS setting and ask questions. There are open mornings throughout the year and parents can also ring the school and make an appointment at any time.
- Applying for a place in Reception: our Nursery parents are supported and informed of the closing date for applications, and procedures in applying for a Reception place for their child.
- Collaborative meeting - Practitioners from PVI Nursery settings that have children coming to Broad Square from their Nurseries are invited to a meeting where they can share information about their children with the EYFS Phase leader (organised by School Improvement Liverpool and with parental consent).
- Information from pre-school settings is shared with Reception staff (with parental consent). SIL EYFS Transition forms are completed by pre-school setting and given to EYFS lead to share with EYFS team and senior team as necessary.
- Welcome meeting/transition stay and play: in July before the children start in Reception, parents/carers are invited to a meeting to meet the Headteacher and other members of the Senior Leadership team, EYFS phase leader, their child's class teacher and other members of staff that they may see when their child comes to Reception. At this meeting parents/carers are given an information pack containing everything they need to know. Parents can also ask questions and visit their child's new classroom and learning environment. Meanwhile, children have the opportunity exploring their new classroom, getting to know their Reception class teacher, teaching assistant and peers.
- Home visits (upon request): practitioners from Reception can visit the children in their home environment before they start in Reception.
- Staggered entry: we take a flexible approach settling the children into Reception. All children are invited to stay for the full school day from their start date, however, some children may start at different times and for different amounts of time depending on their individual needs and the time they take to settle. Procedures are in place and are individualised to each child.
- Settling in meeting: in October, parents are welcomed to come and meet with the Reception teachers to discuss how their child has settled and their next steps.
- The Key Person/Reception staff compiles an online Learning Journey for each child (Evidence Me) which shows the child's interests, learning, development and progress through photographs and written observations. Parents/Carers are encouraged to contribute and add information to the Learning Journey via Evidence Me.
- Our school SENDCo will work in partnership with families before the child starts Reception to discuss any special educational needs, disabilities or medical needs. We collect information at point of entry about any other professionals who are involved with the child and family. We seek written Parent/Carer permission to work with other professionals before entry to ensure our Reception is ready to meet the child's individual needs. We work with Parents/Carers as equal partners with, for example, Individual Pupil Profiles, or EHATs.

Professionals who support individual children, such as Speech and Language Therapists, are able to do so in our school, where the child may be more settled and confident.

- Our school Nursery and Reception teachers and support staff meet in summer term to discuss all individual children.

Transition from Reception / Early Years Foundation Stage to Year 1

We aim to ensure that learning experiences in Year 1 build on the practical approaches and structured play in Reception. Involving subject leaders and the SENDCo enables curricular continuity from the Foundation Stage to Year 1.

The Year 1 curriculum at Broad Square aims to build on and extend the experiences children have had during the Foundation Stage, offering a creative, hands-on method of teaching and learning. The Year 1 classrooms and outdoor areas foster opportunities for continuous provision. Although Year 1 is the first year the National Curriculum is followed, we continue to develop the independent learning skills established during the Early Years Foundation Stage. Children in Year 1 are encouraged to select resources and activities independently and use decision-making skills in their learning.

Before the children move from the Foundation Stage into Key Stage One, teaching staff meet to discuss the children's progress. Reception teachers inform the future teacher of the child's current attainment, any special educational needs, medical needs, and any other information relevant to the well-being and development of the child.

Information passed onto Year 1 teachers also includes:

- Phonic tracking assessments
- Reading attainment
- Writing attainment
- Maths attainment
- Printed version of each child's Early Years Foundation Stage Profile (EYFSP) highlighting each of the targets achieved. This information is then used to group pupils, adjust / fine-tune the curriculum and set future targets or intervention groups. Links are made between Early Learning Goals (ELG's) and National Curriculum learning objectives.

The Year 1 curriculum builds on and extends the experiences children have had during the Foundation Stage. Teaching and learning is delivered in a creative and hands-on way to support the children's transition.

The Year 1 classroom aims to reflect a similarity to the Foundation classroom as it exhibits areas of learning available to the children, including learning and exploring outdoors.

Transition in subsequent years throughout the school

- Children are encouraged to share good work with the teacher of their next year group
- Teachers meet in summer term to discuss individual children
- Wherever possible, Summer term pupil progress review meetings are attended by both the current class teacher and the next class teacher, sharing curriculum priorities

- All children visit new classrooms and work alongside new teachers on Moving Up Day
- Annual tracking of children's progress through summative assessments in Reading, Writing and Mathematics, both from in-school assessments and statutory assessments, e.g. SATs. Data informs the next teacher of targets for the following year
- Teachers meet to discuss individual children's progress as they move from class to class
- Targets in Reading, Writing and Mathematics are continued over from July to September
- Books move with children to provide evidence of previous years' progress and targets
- Transfer of records, e.g. IEPs, tracking and assessment data (including for phonics as necessary) and attendance data
- A 'Meet the Teacher' session is scheduled in for late September so that all key information about the year group can be provided for parents and carers.

Children joining from Year 1 to Year 6

- Individual tours offered to all incoming parents and children, with the opportunity to meet the new class teacher and relevant support staff
- Parents receive a brochure with information about the school
- New children are assessed quickly by class teacher and/or SENDCo
- A 'buddy' is identified to help the new child quickly integrate
- Records from previous school made available to class teacher and SENDCo
- If the child has English as an additional language (EAL), specialist support from the EAL coordinator is available

Transition from Year 6 to Secondary School

The children transfer to a wide range of secondary schools at the end of Year 6 and over the years we have continued to work closely with all of these schools to develop the transition of children from Year 6 to Year 7.

Transition arrangements include:

- Information about Open Days and special outreach activities shared with children in both Year 5 and 6
- Teachers spend time with the Year 6 children to work with the children and discuss their thoughts and concerns ahead of transfer
- Formal meetings between the Year 6 teacher/s and classes and the Year 7 tutors or Head of Year from receiving secondary schools
- Year 6 teacher/s liaises with Year 7 receiving school to create a profile of assessment data and transition needs for each child
- Identified children, e.g. those with SEND, receive additional support before and after transition
- Transfer of records to secondary schools
- Year 6 children attend their prospective secondary schools for a Transition Day during the summer term
- Following all SIL advice on safeguarding transitions, our safeguarding lead contacting all schools in June to transfer information, followed by the transfer of all written information

within 3 working days of the relevant children with all CPOMS information will be sending electronically as the child arrives in their next setting upon request

Transfer of Child Protection (Safeguarding) Information and Files from Broad Square Primary School Summer term

Key principles - Broad Square Primary School will:

- Schools and education settings must adhere to the statutory guidance in Keeping Children Safe in Education.
- Share information in a timely way is critical to effectively safeguarding children.
- Children are defined in law as being under 18 years old.
- When a child transfers to a new setting, the Designated Safeguarding Lead (Mrs. Taylor) will arrange a handover meeting/discussion to enable the new setting make appropriate arrangements to support the child. This must take place prior to the child starting the new setting.
- The Designated Safeguarding Lead Mrs. A. Taylor must ensure that the child protection (safeguarding) file is transferred securely **within 3 days** of the child starting their new placement.
- When safeguarding concerns about a child subsequently emerge and there are no previous records from another setting consideration should always be given to contacting the original setting.
- The Head teacher Mrs. Corbett will maintain oversight of the setting's arrangements.
- **The Safeguarding Lead is Mrs. Taylor, contactable on 0151 226 1117. If she is not available, please ask to speak to Mr. Singleton the pastoral lead for the school/ Miss Debra Jones, the Assistant Headteacher and SENDCO for the school.**
- If these people are not available, please ask for any member of the safe guarding team.

Summary process for the transfer of child protection (safeguarding) information and files:

The handover meeting/discussion

- The Designated Safeguarding Lead of the original setting should arrange a handover meeting/discussion prior to the child starting in their new setting. This meeting/discussion will take place prior to a planned start at the beginning of the Autumn Term.
- The original setting will confirm to the new setting the **safeguarding status and needs** of all children before they transfer. The new setting should be informed as to whether there **are or are not** any safeguarding concerns for every child transferring
- During the handover meeting/discussion in advance of the child leaving, the Designated Safeguarding Lead of the original setting should share any information that is relevant to the new setting, and that will support the new setting to make arrangements to continue to support the child. This should include:
 - The current level of need (LAC, CP, CIN, Early Help, Level 1/monitoring)
 - A summary of the child's needs; current safeguarding concerns and any relevant context or historic concerns
 - Any other relevant information, including a current risk assessment, that could support transition planning

- Name and contact details of the named social worker, lead practitioner, or other key professionals
- Dates of forthcoming multi-agency meetings where joint attendance may be appropriate.
- Where the child's destination is not known and a handover meeting/discussion could not be arranged prior to the child leaving, it should take place as soon as possible thereafter. This should not delay the physical transfer of the child protection (safeguarding) file.

Transfer of child protection (safeguarding) file

- This record should include all open and closed multi-agency involvement and records of any safeguarding concerns that have not led to multi-agency involvement.
- The original setting should contact the new setting to confirm the child is now on roll and forward the child protection (safeguarding) file within 3 days of the confirmed start date. The file transfer should take place within the first week in the Autumn Term.
- The child protection (safeguarding) file should be transferred securely and separately to the child's educational file.
- Where the file is transferred securely using an online management system (e.g. CPOMS, My Safeguarding etc) the original setting should ensure all additional documents including minutes to meetings are also transferred and that any historic paper records are also forwarded to the new setting.
- A receipt/confirmation of transfer should be obtained to evidence the handover of the file.

This document can be accessed in different formats upon request.

It will be reviewed regularly in line with new guidance and will be shared with all relevant members of the school community.