

Hurworth School Transition Policy

Accepted by: The Governing Body – October 2009

Senior Leadership Team Lead Reviewer: Raising Achievement Coordinator (Year 7)

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Review Cycle: 3 Years

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The aim of the transition programme is to improve the continuity and progression for all Hurworth Secondary School pupils as they move from their respective primary schools.

Context

Primary schools and Hurworth School have strong pastoral links, with the vast majority of pupils making a successful social transition. Recent developments have focussed on the educational transition between Key Stage 2 and Key Stage 3 being equally successful so that teachers and pupils can build on the progress made in primary school from the beginning of Year 7.

Process

The **Governing body** should ensure that Head Teacher has planned for an effective Transition Programme to be implemented.

The **Head Teacher** will ensure there is an effective Transition Programme

The **Raising Achievement Co-ordinator Year 7** with responsibility for transition under the guidance of the Head of Pastoral/Deputy Head Teacher and Assistant Head Teacher will:

- Arrange and manage the co-ordination of transition activities
- Arrange cross curricular ventures
- Ensure pastoral links allow for the sharing of information on attainment/attendance/behaviour for individual pupils
- Formulate Transition Plans for individual needs in line with the Every Child Matters Agenda

The **Assistant SENCO** will arrange and manage the co-ordination of transition activities specific to the needs of those students on the SEN register and those who are perceived to be on the schools vulnerable list.

The **Manager of the ASD unit** will arrange and manage the co-ordination of transition activities to the needs of those students who have been diagnosed as being on the Autistic Spectrum.

The **Administrative Staff** in conjunction with the LA will arrange for the electronic transfer of pupil data from primary to secondary during the summer term of Year 6.

Procedure

Regular contact is kept between the Head of Pastoral/Deputy Head Teacher and the SMT of Primary Schools through a programme of cluster meetings. Records of such meetings are documented.

Central to the transition procedures of Hurworth School is the communication of information about Hurworth School and what it has to offer stakeholders in the transition process i.e. potential pupils and their parents. This communication is planned throughout the year. (See Appendix)

Transition Programmes of Study

Academic success and continuity of progression is of great importance in the transition process. Cross curricular transition modules have therefore been established across the curriculum and delivered in such a way to ensure that primary school pupils become familiar and comfortable with not only the subject matter that is to be delivered at secondary school but also the method of delivery and the expectations of secondary staff in the completion of such tasks.

The following Programmes of Study are currently in operation:-

Mathematics – production and outreach delivery of transition unit to be started in Year 6 and carried forward for completion in year 7. Also visits by Hurworth staff to main feeder primary schools to deliver a maths lesson.

Science – in house delivery of transition unit ‘Who killed Bazza?’ delivered by Hurworth Staff with a work booklet to be completed in Year 6 and extended with a Year 7 work booklet

Music – various concerts and workshops ran throughout the year to incorporate both primary and secondary pupils

MFL – outreach lessons with Primary Schools

PE – School Sports Co-ordinator organises Cluster Festivals, Sports School Partnership Family Festivals and Intra Primary School Activities with Curriculum time, GCSE/Year 9 leadership activities either in house or as outreach

ICT – Sharing of systems ‘My Desktop’ throughout the LA. Bridging units support pupils’ transition from Key Stage 2 to Key Stage 3 by requiring primary and secondary teachers work together to complete Transition Unit ‘Sardi’s Restaurant’. Gifted and

Talented Students have the opportunity to work within the secondary school on a Transition Video using 'Magix'.

PHSCE- 'Teach Your Granny to Text' – LA wide transition unit started in the summer term of Year 6 and completed in the autumn term of Year 7 based around how pupils can change the world in which we live.

Transition Days

In June of Year 6, two Transition Days are organised for pupils to experience "life" at Hurworth Secondary School. Transport is organised and during the two days pupils follow a planned series of lessons & meet with their Form Tutors and other pupils in their tutor groups. Year 10 Peer Mentors are linked to each tutor group.

The Transition Days are followed by an informal Open Evening whereby parents are encouraged to accompany their children for a tour of the site, view pupils work, meet with key staff and purchase uniform.

Primary Liaison Visits

Through visits by the Raising Achievement Coordinator (Year 7), Assistant SENCO and the Manager of the ASD unit, staff share information about pupil progress in order to inform future planning and expectations in both Year 6 and Year 7.

As part of pastoral links the Assistant SENCO makes visits to primary schools to construct Pen Portraits on individual pupils during the summer term.

During the INSET day at the start of September this information is shared with the whole of Hurworth staff verbally as well as hard copies of the documentation which includes Pen Portraits supported by official documentation and pictures of students that is collated in a fashion that is easy to use.

Prior Attainment Data

Pupils at Hurworth are set on entry to the school; this is based upon KS2 Teacher Assessment and performance in end of Key Stage examinations. On entry in September students are also tested for their reading and spelling ages. Setting arrangements are reviewed at the end of the first half term in Year 7 and then subsequently at the end of each term as the pupils progress throughout Key Stage 3.

Pupils with Special Educational Needs are identified and relevant support is allocated.

Review and Evaluation

It is essential that strategies for Transition are reviewed and evaluated. This occurs on an annual basis in conjunction with Primary Head Teachers meeting with the Head of Pastoral/ Deputy Head during cluster meetings to steer and evaluate developments.

Out-of-area students come from a variety of primaries, which can be different each year and it is essential to ensure that transition/liaison communication reaches these potential partners and that they are made to feel especially welcome.

Transition Literature

School Prospectus
Transition Brochure (available on school website)
Home School Agreement
Transition Video
After School and Lunch Time Clubs Handouts
Teach Your Granny To Text Work Booklet
Year 6 Diaries
Science Transition Units
ICT Transition Units
Maths Transition Units
Transition Leaflets – Uniform Details/Lunchtime Menus
Transition Day – Plan of School
Transition New Entrant Letter
SEN/ASD Transition Work Booklets

Appendix

Transition Timetable

Autumn – Winter Term

LA Transition Unit Completed By Year 7 Staff (Teach Your Granny To Text)
Primary School Planners Delivered
SSCO Organises Interschool Events
Video Conferencing Offered To Cluster Primary School
MFL Outreach Lessons Offered
Transition Video Available To Primary Schools
Online Transition Information Available
Open Evening for Prospective Pupils and Their Parents
Letter to Primary School From Current Year 7 Pupils About Their First Term
Contact Made With SEN / ASD Pupils to Organise Case Specific Transition
Peer Mentors Chosen and Trained
Transition Newsletter (X2)

Spring – Summer Term

Initial Contact Made To Parents and Pupils Who Have Allocated Place
Further Contact Made Through Year 6 Teachers Informing Parents Of New Contacts
Getting To Know You Visit by Raising Achievement Co-Ordinator
Outreach Q&A Session with Year 6 Pupils to Include Peer Mentors
Social Information Gathered On Students
Academic Information Gathered On Students
Transition Newsletter (X2)
Inter-Cluster Transition Visit to France (Bi-Annually)
Science / Maths / ICT Transition Lessons Delivered
SEN / ASD Visits Organised and Social / Academic Information Gathered
LA Transition Days
Parents Open Evening
LA Transition Unit Delivered By Year 6 Staff (Teach Your Granny to Text)

Prospective Initiatives

Other Cross-Curricular Transition Units
Primary Involvement in Hurworth School Garden
Year 7 Students to Visit Primary Schools through Autumn/Winter Term to give overview of Transition Process