**Crowton Christ Church CE Primary School**

**We Achieve, We Believe, We Care**

**Transition and Transfer Policy**

Our transition and transfer policy reflects the ethos that emotional well-being is essential in terms of learning. We have to have appropriate expectations of the children, and have empathy with them too, so we have created a transfer programme to reflect this.

**Our Aims:**

To ensure smooth transitions and transfers for our pupils throughout their time at Crowton.

**Transition from Foundation Stage 1 (Pre-school) to Foundation Stage 2 (EYFS/Reception):**

To ensure a smooth transition:

For a smooth transition for children from the Foundation Stage 1 (preschool, Early Years) setting to the Reception year and then from Reception Year (Early Years Foundation Stage 2) into to Year 1, hence maintaining consistency in the construction of the Early Years Foundation Stage Framework and on to National curriculum there needs to take place a combination of:

Effective communication between teachers on each side of the transition.

Parental engagement.

A thorough induction programme.

A focus on both continuity and progression in pastoral and curricular content.

**Effective Communication:**

The EYFS class teacher will visit children in their current setting in June/July, to enable sharing of information between practitioners and to meet the children. The children will then visit our setting in July for 3 sessions in a whole school transition week. There will be an induction (new starters) meeting held for parents in July. The EYFS class teacher will ask for Foundation Stage 1 records to inform planning and help with judgements at the start of Early Years Foundation Stage.

**Parental Engagement:**

Parents of new starters are invited to an induction meeting in which they can meet with the teacher and other Class 1 staff, look around the school and ask questions.

Reception Class routines and other information is to be given out to all new parents during the induction meeting.

Children’s records will be transferred to parents at the end of the Reception year (EYFS 2).

At the end of the Reception Year parents will be given the opportunity to meet with the class teacher, to discuss any concerns and be given information to support their child through the transition in to year 1.

**Induction Programme:**

New starters are invited to approximately three sessions at the school.

During the sessions the new children are invited to explore their future classroom in the company of their new class teacher which helps them to gain some ownership of the setting they will be working in. They are invited to stay on their own for up to 3 sessions.

Year 5’s are partnered with a new starter buddy and make them a welcome card and meet them on their last afternoon visit.

**Transition from Foundation Stage 2 (EYFS/Reception) to Year 1:**

Time will be taken for the Class 1 to reflect upon the needs of the children. As the Year 1 teacher has Reception and Year 1 in a mixed age class there is no change of adults.

The EYFS class teacher uses each child’s Learning Journey, to ensure a clear understanding of the child’s current levels of development in all areas of learning. This will then be used to inform planning for Year 1.

The EYFS class teacher identifies individual children likely to be vulnerable and have special or additional needs, and will brief all relevant school staff prior to their entry into year 1.

**Transition from KS1 (year 2 to year 3) to KS2:**

The Year 2 teacher will be given the opportunity to meet with the Year 3 teacher. This will be to agree assessments levels at the end of year 2 and to discuss any child specific issues before the children move into year 3, which is a mixed age class.

**Transition into Secondary School:**

Transition from Crowton to Secondary School will be handled by the year 6 class teacher. The majority of our pupils transfer to Weaverham High School.

In order to prepare the children for the next big educational move in their lives, we have established a number of programmes that are in place ready for that preparation.

We start thinking about the move as early as possible by providing our pupils a number of opportunities to familiarise themselves with their new school, by attending sports competitions and master classes for a variety of curricular areas, on the high school premises.

Children with SEN begin their transition process with a transition meeting in year 5 organised by the SENCO.

In Year 6 the children receive a transition visit from a member of staff from the high school in our setting.

The year 6 teacher makes informal recommendations to the high school about friendship groupings.

In the summer term, the children also have the opportunity to attend a moving up week, where the year 6 pupils will visit Weaverham High School all week to experience a high school weekly timetable and meet the relevant staff. Children not attending Weaverham High School attend their chosen school when appropriate.

**Review:**

This policy is to be reviewed every 2 years or whenever deemed necessary by the Headteacher and Governors in the light of events and changes in the law.

T L Bramwell February 2019

Reviewed: 29th September 2020

Next review: September 2022