

# St Mary's Catholic High School, Leyland Primary/Secondary Transition Policy



Created: September 2016

Review by: Autumn 2018



The Transition Policy represents a joint agreement between the following schools in the Liverpool Diocese St Mary's Catholic Schools Cluster:

St Mary's Catholic High School Leyland.      St Anne's Catholic Primary School, Leyland.  
St Catherine's R C Primary School, Leyland.      St Mary's Catholic Primary School, Euxton.  
St Mary's Catholic Primary School, Leyland.      SS Peter and Paul Catholic Primary School, Mawdesley.



## Our belief...

We believe that a pupil's ability to enjoy and achieve is best enhanced by a smooth transition between Key Stages. We need to sustain in our young people, an enthusiasm for learning, confidence in themselves to develop as learners and an innate drive for achievement and purpose. It is therefore imperative that transition is well planned, as we should not expect new pupils to have to cope with the huge change of a teaching organisation and style all at once.

St Mary's recognises the important need to progress further on the foundations our pupils' have already successfully built and achieved in their beloved primary schools. We also

recognised how vital it is that our pupils are able to continue attending a school within their own community – allowing for a further enhancement of strong faith links. Through building relationships and improving communication with our feeder primary schools we are inevitably also nourishing and expanding the size of our learner population in our catholic community.

We aim to ensure a smooth and effective transition from primary school to St Mary's Catholic High School, Leyland for all pupils, in order to help the young people entrusted in our care to feel safe and happy, to have their needs met and to ultimately fulfil their true potential.

#### Our aims....

- ✓ To promote the continuity of education between the Key Stages;
- ✓ To promote and support cross phase work;
- ✓ To prepare Key Stage 2 pupils for the transfer to Key Stage 3 experience;
- ✓ To identify and target specific support for those pupils considered to be vulnerable;
- ✓ To ensure pupils are nurtured, stretched & challenged to achieve their fullest potential;
- ✓ To ensure proper availability and use of pupil transfer data;
- ✓ To ensure parents/carers/families are fully informed of the transfer process.

The aims of this policy will be met by:

- Offering staff and students in feeder primaries a range of opportunities to visit St Mary's.
- Increasing the opportunities for our teaching staff to visit primary schools in order to build trust, share information and improve continuity and progression in the curriculum.
- Ensuring the swift and efficient transfer of data and information from the primary schools and its dissemination to all appropriate St Mary's staff before the start of the academic year.
- Ensuring that data is used by St Mary's staff to plan provision, set targets, monitor progress, support and intervene where appropriate.
- Ensuring parents have named contacts and built in opportunities to communicate with tutors to identify any problems or concerns.
- Listening to student and parent voice through the use of questionnaires and focus group interviews.

#### Timeframe....

The Transition Plan sets out how we will work together to realise the above aims. It summarises aims and priorities agreed by feeder Primary Schools for the period September 2017 – July 2018. The progress made and next steps will be reviewed and agreed annually by all involved. We will seek the views of parents, carers and pupils on the approach taken. We will also work in partnership with colleagues in the Local Education Authority.

## The process

For the case of all pupils transitioning up to St Mary's the Transition Coordinator, accompanied when possible by the Year 7 Learning Manager and Year 7 Pastoral Assistant, will arrange to visit each school to personally speak to the Year 6 teacher. The aim of the visit will be to gather academic data alongside pastoral information, this will then be collated and utilised to help further the smooth transition process for all pupils. (*See Appendix 1*).

A "Question Box" with template/example questions (*See Appendix 2*) is dropped off for pupils to write down any questions they may have regarding leaving primary and joining a secondary school.

In the case of SEN children, St Mary's SENCo will attend Year 5 and 6 reviews by invitation, in order to build continuity and to ensure that support is available for new pupils on arrival. The SENCOs and SEN Managers will then further support within the transition process when necessary.

From that point onward the SENCo has the responsibility to place pupils appropriately on the SEN register, assign Teaching Assistants to pupils with EHC plans, ensure the relevant information is placed on SIMS of pupils' conditions for staff to be aware of, and have tailored plans in place, prior to entry.

In the case of vulnerable children where there are open cases or have been previous Child Protection issues St Mary's Family Support Officer/ School Designated Safeguarding Lead (DSL) will attend Year 5 and 6 reviews by invitation, in order to build continuity and to ensure that support is available for new students on arrival. Subsequently, the Family Support Officer will further support within the transition process when necessary.

From that point onward the Family Support Officer/ DSL has the responsibility to attend safeguarding meetings and maintain channels of communication with the Primary Schools for any recent developments, liaise with external agencies, ensure support systems are in place for when the pupil arrives at St Mary's. "

For any vulnerable/shy/anxious children St Mary's "Nurture" programme runs for the first 6 weeks of the new academic year. The potential pupils names are put forward, discussed and if deemed appropriate they are then allocated time within their timetable for extra support during the transition period. Nurture allows for further guidance and is run on a daily basis by TAs from the SEND department who run a range of activities each lunchtime for pupils who find spending lunchtime in the playground a daunting experience. Nurture is also open in a morning – with a breakfast club running for the more vulnerable pupils.

During the course of the initial 6 timetabled weeks and then thereafter at social times these pupils are supported and encouraged to become more confident and independent so that by the start of year 8 they feel able to join their peers in the canteens and playground at lunchtime.

Mid way through the summer term the Transition Coordinator /Sub Team are to take some current Year 7 pupils back to their primary schools to meet current Year 6 pupils who are to join St Mary's at the start of the new school year. These meetings will include answering questions from the Year 6 "Question Box". At this time admission forms; school/parent/student contracts; information about travel arrangements (including bus routes) and uniform are sent out to pupils, along with an invitation to a Transition Evening and a Year 6 Taster Day.

Year 6 Transition Evening is held mid-way through June of the entry year, usually a couple of weeks before the Year 6 Taster Day. The evening is a further opportunity for year 6 pupils and parents/carers to come in, meet and listen to St Mary's Head Teacher and the future Year 7 Learning Manager. Admissions forms are collected in at this point.

The pupils then meet their form tutors and one another, split into a carousel of activities (English, Maths, Science and RE) then re-join in the canteen for a menu sample. As the pupils are engaged in activities parents/carers are informed of the following:

- Which class the pupil will join initially (setting).
- The name of, and introduced to, their Form Tutor.
- The school ethos.
- The school day and induction procedures.
- Attendance.
- School uniform and PE kit – modelled by 4 current Year 7 pupils.
- Behaviour standards and expectations.
- Procedures to involve parents within the school.
- Introductions to significant members of the school staff – Senior Leadership Team.

Any parents who are unable to attend the evening receive an information pack with all the relevant details contained within.

Year 6 students attend St Mary's for 1 day in July (traditionally set by Lancashire County Council as the first Friday of July) as part of their induction programme and will follow a "normal" high school daily timetable. Pupils start the day with a welcome assembly, meet their form tutor, experience a number of different lessons and get a free lunch provided by the school. This is all managed and staffed through St Mary's staff using Year 11 gain time.

At the start of the new academic year a series of "Primary Roadshows" are delivered to prospective primary pupils and Parents/Carers. The Headteacher, Transition Coordinator and pupil ambassadors of St Mary's go out to each feeder primary school and "sell" the school. The Roadshow is delivered via a PowerPoint presentation, videos, speeches from all involved as well as a school prospectus being handed out alongside an invitation to the schools

opening evening. The Roadshows allow pupils and parents to be able to get a “feel” of the school and the opportunity to ask any questions they may have. *(See Appendix 3).*

Primary school children and parents are invited to an Open Evening in September where prospective parents, carers and pupils can meet key staff, tour the school, see our own students at work and potentially experience a further taste of what St Mary’s has to offer. The invite will be in the form of a generic letter and leaflet. *(See Appendix 4).*

Open Evening commences with a Headteacher’s Address after which the pupils are invited to tour around school and visit each department within school who are displaying the talents and hard work of our current pupils at St Mary’s. Engaging demonstrations and practical sessions are planned and implemented to foster exciting and positive learning experiences for all involved. Each department also produces a brief information leaflet to provide more detail as to what is on their curriculum, expectations and course outlines.

Our feeder primary school and others within the local area are invited in to St Mary’s, from key stage 1 onwards for a range of activities throughout the academic year. This is carried out through building Transition Days in to St Mary’s calendar and having a series of ‘Collapsed Days’ where local primaries visit our school. This enables primary pupils to enjoy a range of activities and experience a day in St Mary’s Catholic High School, Leyland. These days are co-ordinated by the St Mary’s Transition Coordinator and Sub Team.

St Mary’s take responsibility for planning the transition events and deploying staff where necessary. Staff will work in conjunction with the primary school teachers during the course of the days, support each other with helping the pupils to progress and develop. These events will then be evaluated and reviewed by the Transition Coordinator and Sub Team.

There are a series of certificates, awards, and celebration assemblies following some of the “Collapsed Days” where parents/carers are invited to view the work the primary students have produced and where awards are given.

Throughout the course of the academic year St Mary’s staff are to offer support to primary colleagues in terms of facilities, specialist teaching or sharing of resources, whenever possible and visit to observe best practice or to team teach.

Half termly cluster meetings take place between Primary Heads, the Transition Coordinator, and other key staff as appropriate.

Transition Coordinator and Sub Team co-ordinate the completion of evaluation questionnaires which aim to highlight subjects/themes/concepts that primary schools would like assistance with during the next academic year. *(See Appendix 5).*

The evaluations are carefully considered culminating in an updated transition calendar being sent to all primary schools in July of each academic year for the upcoming academic year. *(See Appendix 6).*

## Monitoring, evaluation & review

### **Monitoring**

This policy will be monitored by the Transition Coordinator and Sub Team who will maintain the records and data to help illustrate the impact which the policy has had to effective transition.

### **Evaluation**

This will be done by a short termly report from St Mary's Transition Coordinator and the Transition Sub Team. It will also be reviewed on a termly basis at the Primary Heads Cluster Meeting.

### **Review**

This policy will be reviewed by the Transition Coordinator, Sub Team and corresponding SLT Member. It will be brought up at Pupil Voice meeting in order to allow pupils to have a say for future cohorts. The policy will then be adapted to fit changing circumstances and priorities.

**On the following page there is a proposed (at September 2018) calendar of transition activity which should be used as a guide to actual and possible activity.**

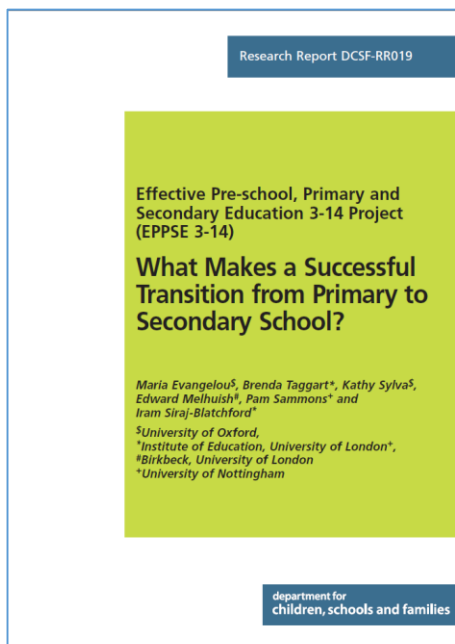
## Calendar for Primary Liaison

2018-19

| Autumn Term 2018   | Spring Term 2019  | Summer Term 2019   |
|--|---|--|
| <p><b>SEPT.</b> - Primary Road Shows</p> <p><b>SEPT.</b> – Transition Meeting with Primary Headteachers</p> <p><b>SEPT.</b> - St Mary's Catholic High School Open Evening</p> <p><b>SEPT.</b> - MFL department deliver language learning sessions in celebration of European Day of Languages to all primary schools</p> <p><b>OCT.</b> - Science Week with Seven Stars Primary School</p> <p><b>OCT.</b> - St Peter and St Paul day visit to St Mary's High School – higher level maths and technology</p> <p><b>NOV</b> - Maths department to deliver staff CPD at Euxton St Mary's Primary School</p> | <p><b>JAN. / FEB.</b> - All primary schools to attend St Mary's High School for athletics events</p> <p><b>MAR.</b> - MFL department to deliver mini language course to pupils at St Catherine's Primary School</p> <p><b>MAR.</b> – Transition Meeting with Primary Headteachers</p> <p><b>APR.</b> - Food Technology and art to deliver sessions for Year 5 pupils from Leyland St Mary's Primary School (delivered at St Mary's High School)</p> | <p><b>MAY / JUNE</b> - Delivery of higher level English writing sessions to Year 5 at Euxton St Mary's Primary School</p> <p><b>JUNE</b> - Common Transition Meeting at St Mary's High School with delivery of English CPD for primary staff</p> <p><b>JULY</b> - Year 6 Taster Day at St Mary's High School</p> <p><b>JULY</b> - Year 5 Taster Day at St Mary's High School</p> <p><b>JULY</b> – Transition Meeting with Primary Headteachers</p> |

## Transition materials & papers of interest:

<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/DCSF-RR019.pdf>



[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/459830/Key Stage 3 the wasted years.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459830/Key_Stage_3_the_wasted_years.pdf)

