



Transition Policy

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| Date of policy: | June 2016 |
| Date last review adopted by governing body: | 2/07/18 |
| Frequency of review: | 3 yearly |

1. Introduction

At Writtle Infant and Junior Schools we are committed:

- To ensure a smooth transition between settings, year groups and key stages for parents, children and practitioners;
- To ensure information is shared between different settings in terms of children's development, learning records and any other information;
- To ensure parents, children and practitioners have adequate information relating to transition;
- To ensure the children begin their new setting or year group enthusiastic and ready for learning;
- To promote continuity and progression in learning across the curriculum;
- To ensure that skills, knowledge and understanding gained are built on and developed;
- To develop consistency in assessment and tracking of pupils;
- To evaluate impact on standards.

2. Defining the terms

In this policy, 'transition' describes the movement that takes place from one familiar setting (including the home) to another. It is defined as the process where policy and practice has been adapted to support children in settling in to their new learning environment in preparation for future learning and development.

3. Our school values

The Writtle Infant School values of Honesty, Inclusivity, Perseverance, Independence and Politeness are reflected on our transition policy and promoted throughout the whole school by all staff.

4. Transition into Foundation Stage

- Learning Journals from Nursery are passed to Reception if they are used, often by the parents
- All children have several sessions with their new class teacher, teaching assistant and in their new classroom prior to entering Reception.
- Nursery feeder schools are visited, some visit us, and expectations for the children given to nurseries as EYFS staff visit.
- Parents are asked to work alongside their children to prepare treasure boxes to bring in the first week.
- We run a crèche for pre-school children during Family Learning Time, which gives children a chance to use the hall and helps to build up a relationship with children.
- Parents have the opportunity to attend a meeting with the child's class teacher at the beginning of the child's first term.

- Children start the term by attending in groups of 10 and stagger their times. The children are all in full time from week 2 not necessarily from the Monday as it depends on the day we return to school and the dates of the INSET days
- There are several opportunities for parents to become more informed about EYFS, including picnic and play sessions, information sessions, for example about the use of Tapestry (online learning journal) , and school dinner tasters.
- We have transition meetings in June and we inform parents of the expectations that we have of the children when they start.
- The transition meetings are an opportunity for parents to meet each other with coffee at the start.
- Other opportunities to visit are in place, for example 6 children visiting a day with their parents over a week.
- A local business invites all the children who are coming to Writtle for a visit on the same day.
- There may be extra visits for children with SEND and meetings with parents, staff and outside advisors will take place before the summer break.
- All children sessions with their new class teacher, teaching assistant and in their new classroom prior to entering Year One.
- Flyers for events such as the summer fayre will be given to prospective parents.
- A record sheet of all interventions will be started for each child and kept over the time the children are with us before being passed over to the Junior school.
- New children who come throughout the school year will be encouraged to visit before their official starting day. We will seek information from the child's last school and use this to advise us on their starting points
- New children will also be assessed as appropriate, for example on their phonics sounds
- Essex has produced a new passport from nursery to school which we will trial

4.1 Expectations for parents and nurseries for transition into EYFS

- I can ask for help.
- I can say please and thank you.
- I can listen without interrupting and follow simple instructions.
- I am getting better at concentrating when I am enjoying something I am doing.
- I can share my toys with other children and try hard to take turns.
- I am happy to leave my parent/s and I am feeling more confident when visiting new places.
- I can put on my coat and shoes on by myself and take them off.
- I can recognise my own shoes.
- I can get undressed/dressed by myself and turn my clothes around the right way if they are inside out.
- I can recognise my own clothes as they have been labelled with my name.
- I can wipe/blow my own nose.
- I can use the toilet by myself and wipe my own bottom.
- I can wash and dry my hands.
- I can use a knife and fork.
- I can recognise my name.
- I can look after my own things.

- I can look after my toys and put them away when I have finished playing with them.
- I know some nursery and counting rhymes and can tell you about my favourite story.
- I am learning how to hold my pencil correctly and enjoy using pens, pencils, paint, tape and scissors.
- I enjoy being outside, climbing, running, jumping and balancing.

5. Transition into Year 1 and Year 2

- Children in EYFS will start to use books to record evidence in the summer term.
- In EYFS we expect the children to become very familiar with using a range of mathematical equipment
- Marking uses the same symbols and use of green and pink pen across year groups.
- There are meetings booked for the first week back in September for parents to discuss expectations and the new curriculum.
- When ready EYFS children begin to attend assemblies and playtimes and lunchtimes with the rest of the school.
- EYFS children are part of the Fab Four reward scheme, which enables them to play on our main playground in groups of 8.
- All children have sessions with their new class teacher, teaching assistant and in their new classroom prior to entering Year 1 and Year 2.
- EYFS Profiles, learning journals, phonics assessments, examples of writing, parent consultation records and suggested groupings for the children are passed to the new teacher.
- EYFS children join the school council in the spring term
- We will intend to mix the classes at Year 1 but not in other years unless circumstances are exceptional.
- Playtime expectations are to be reinforced including familiar playtime games
- Key barriers to learning need to be addressed when there are swap over days
- Children who attend Ducklings nursery spend time with the Year Two children throughout the school year

5.1 Expectations for EYFS into Year 1 transition

General

- I can sit on a chair and use the correct seating position to work at a table.
- I can hold a pencil with the correct grip.
- I understand how to gain adult attention appropriately.
- I can work independently for a suitable period of time on a set task in a group and as a whole class.
- I can be responsible for my own book bag and take some responsibility for the letters that go home.
- I understand the school values.

Maths

- I can write digits 0-9 formed correctly.
- I understand how to use 1:1 ordering when counting.

English

- I can write my full name including surname.
- I can form all my letters correctly.
- I can write down sounds when I hear them.
- I am used to writing on lines.
- I can find the next clean page in a book.
- I can write a sentence on my own.

5.2 Expectations for Year 1 into Year 2 transition

Maths

- I can count in 2s, 5s and 10s and use to solve simple problems.
- I can read and write numbers to 100 correctly, e.g. 14 not 41.
- I know and use pairs of numbers up to 20 and their subtraction facts.
- I can add and subtract 2 digit numbers.
- I know doubles and halves to 20.
- I can recognise and name triangles, rectangles, squares, circles, cuboids, cubes, pyramids and spheres.

Reading

- I can read accurately by blending sounds.
- I can read accurately words of 2 or more syllables.
- I can read most of the 100 words from the middle of my reading record.
- I can answer questions and make inferences from my reading of a familiar book.
- I have achieved my phonics screen test.

Writing

- I can use capital letters and full stops in my sentences.
- I can spell some words with their correct sounds.
- I can spell some of the 100 words in the middle on my reading record.
- I can form lower case letters in the correct direction, starting and finishing in the right place.
- I can form lower case letters of the same size.
- I can use spaces between words.

General

- I am responsible for my own belongings.
- I can write on lines with a clear title and date.
- I can work well with different children.
- I can take turn on the carpet.
- I can use a glue stick to stick in my own work.
- I understand the school values and am an example to others.
- I understand what else happens in school away from the classroom.

6. Transition between Key Stage 1 & 2 (Year 2 to Year 3)

- Almost all children attend the Junior School from the Infant school but parents do need to go through the admissions process through Essex
- Details of Pupil Premium children are given early in the summer term.
- The Head teachers of the Infant and Junior schools will meet on a regular basis to discuss concerns around children, parents and families that are relevant to the child's education.
- The Headteacher of Writtle Junior School will attend assemblies and special events at the infant school to establish a relationship with parents and children, likewise Headteacher of Writtle Infant School.
- The Headteachers will spend time in each other's schools to familiarise the children with the adults involved and allow for early contact for children with particular needs.
- Teacher handover meetings take place focusing on:
 - assessment data
 - curriculum
 - social and personal development
- Opportunities will be provide for work to be shared across phases.
- A planned programme of transition visits takes place, including lunch visits, familiarisation trails, Year 3 staff taking playground duty, taking part in lesson and group activities and visits from Headteacher.
- There will be additional visits for vulnerable children or those with special educational needs.
- Moderation of work to agree levels of attainment (both schools are in the same partnership).
- Year 2 children will take on more responsibility for example reading with EYFS in preparation for moving on.
- The SENCO from Writtle Junior School will meet with the SENCO from Writtle Infant School, class teachers and parents to ensure that the needs of SEN and children with medical needs will be met and there is continuity of progress. They will also carry out playground duty. One page profiles and other relevant information will be passed over between the schools.
- There may also be additional baseline assessment in Year Three.
- Parents who have concerns will be encouraged to meet with all relevant staff to ensure that concerns/issues are dealt with.

7. Transition from Year 6 to secondary school

- Teachers from Secondary Schools visit to provide lessons and assemblies in specific subjects (e.g. PE).
- Formal meeting between the Year 6 teacher and the Year 7 link tutor of receiving secondary school whenever possible.
- Year 6 teacher completes a profile of assessment data and transition needs for each child.
- Identified children (e.g. SEN) receive additional support before and after transition.
- Transfer of records to secondary school.
- Parents evening held annually with representatives and presentation from Secondary schools.
- Y6 children attend their prospective secondary school for a Transition Day during the summer term.
- Y6 children engage in transition units in literacy and numeracy in association with secondary school.

- Specialist sessions take place at the secondary feeder schools for Years 5 and 6 children.
- Individual children with SEND may require specific additional transition activities, such as social stories and additional visits.
- The KS2 SENCO will arrange transition meetings with key staff for LAC and SEND children with the sharing of One Page Profiles, assessment data and other relevant paperwork.
- There will be a homework club for years 5 and 6 led by the main secondary school that children go to.

8. Responsibilities

The Governing Bodies and Head teachers of both schools will ensure that the policy and related procedures and strategies are implemented. The Headteachers will ensure that all staff are aware of their responsibilities under the policy.

9. Monitoring and review

This policy will be reviewed three yearly, earlier if needed, taking into account the views of staff, pupils, parents and governors.

10. Our school values

Following input from all stakeholders, the school has decided on these five core values which underpin everything we do as a school.

- Honesty
- Independence
- Politeness
- Inclusivity
- Perseverance

11. Equality statement

“The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.”

Transition Timeline – Infant School

| Month | Action |
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| Sept | Ongoing: attending events at Junior school and vice versa Children start Parent meetings for new classes Foundation stage meetings with parents |
| Oct | Parents' meetings Picnic and play EYFS attend Friday assemblies |
| Feb | Parent's evenings EYFS on main playground |
| April | Books start to be used in Foundation stage Junior school transition to be planned between Year 2/3 teachers SENCO from Juniors invited to key meetings |
| May | Joint moderation – EYFS and Year One teachers where possible |
| June | Nursery visits Pre visits for EYFS children Joint project planned for Year one children to Year Two and EYFS to Year One Parent information sessions Extra visits as needed for particular children Plan mixing of classes Visits to Junior School SENCOs meet |
| July | School council visit EYFS Work and records passed Handover meetings including pencil grip information Safeguarding records passed and receipt obtained Pre visits for EYFS children Headteacher to meet with Headteacher of Junior school for certain information Teachers meet to discuss children Visits to new classroom and with new teacher/LSA Visits to junior school Extra visits as needed for particular children Introduce new timetables Last reading book retained from class to class |