



Transition Policy 2016/17

West Melton Primary School

Rationale

All children experience transition in their lives. Moving to another class every September is a key transition in every child's life and all children need to be properly prepared for this.

Aims:

- To fully prepare children for transition to their next class/stage of learning
- To ensure teachers are fully informed about all pupils

Entering F1:

Parents meetings are held so that they can meet staff

Visits are made to early year's settings by staff

Visit to school with parents so both are familiar with the setting.

Children with additional needs are identified and CAF/TAC meetings are attended during the summer term to ensure that all information is passed on

Records from previous settings are collected

Entering F2:

Parents meetings are held so that they can meet staff

Visits are made to early year's settings by staff for pupils who have not attended F1 at WMP

Children stay for lunch. Once as a half day and once as a full day in order to become familiar with the staff and the routines.

Any child with additional needs will be offered extra opportunities in line with their specific requirements.

Records from previous teachers and settings are passed up.

See: 'Off to a Good start' Policy

Entering Y1- Y6

All children will have two full days with their new teacher, support staff and in the correct classroom.

Any child, who needs to, will have extra visits to the classroom. Opportunities to show work to the next class teacher will be sought.

Children and parents will be informed of the next teacher in the summer term ready for transition days towards the end of the term.

On transition days parents are invited in to meet the new teacher and support staff.

Specific time is made for staff to pass on all information to the receiving teacher.

Y6 - Y7

Children will participate in all the transition days provided by their receiving comprehensive. This includes Comprehensive staff visiting the children in school. Identified children will access extra visits provided by the school. Information from WMP is passed onto the comprehensive.

Policy approved by Governors

Signed Head Teacher.....*Z Norris*.....Date.....7.7.16.....

Signed Chair of Governors.....*R Peel*.....Date.....7.7.16.....