

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST



# Transition Policy

<b>Policy type</b>	Local Academy
<b>Adopted by the Trust Board</b>	
<b>For review</b>	Oct 2021
<b>Person responsible</b>	O. Bates

Smooth transitions throughout a child's school life depend on specific arrangements and positive communication from all of the professionals involved. We want to promote a sense of continuity and security, develop self-esteem and confidence thereby preparing children for change.

Through this policy we aim to:

- Provide documented procedures for all stages of transfer.
- Share the approach across the academy to clarify the process.

### Transition into Reception

- Informal short visits to Reception class with key workers (Pre-School) or parents during the Summer term – Stay and Play sessions.
- Regular opportunities for children moving up from Pre-School to play in the Reception outside area/ classroom across the Summer term, during learning play.
- Early Years Leader to visit other settings to observe children in settled environment.
- Early Years Leader has discussions with leaders from other settings concerning each child – this information is shared with Head teacher and other EYFS staff.
- Internal tracking systems are monitored by Early Years Leader – this information is shared with Head teacher and other EYFS staff.
- Pre-School children come to visit final rehearsals for plays, class and special assemblies/ collective worship in the school hall and church when possible.
- Families are encouraged to come to the academy Summer Fair and Christmas Fair – seeing the academy in a fun setting.
- Children are invited with families and/or key workers to spend a morning with other new children in the class and academy staff.
- Home visits are offered when possible.
- Families are given a welcome pack for the Reception class.

### Transition into Key Stage One

- Meeting between Early Years Leader and Year One teacher to discuss individual children and any particular needs.
- Regular opportunities to play in the Year One classroom across the year, during learning play.
- Moving up day visit to their new class in the Summer term.
- Passing on of:  
EYFS Profile results  
End of year report  
Have a Go Writing books  
RWI books  
Reading books, reading record booklets and teacher's reading record

### Transition between classes

- Meeting between class teachers to discuss individual children and any particular needs.
- Moving up day visit to their new class in the Summer term.
- Passing on of:  
Target cards  
Records of Achievement  
Reading books, reading record booklets and teacher's reading record  
Maths books  
Word books  
RE books

## General

- Head teacher passes on other assessment information to new class teachers.
- Admin staff ensures that new class teachers have relevant medical information.
- In a small academy, transition is aided because staff and children know each other well. Informal observations and conversations are used to pass on or acquire information. Informal exchange of information usually continues after children have moved classes.

## Transition between Year 4 and middle schools / Y6 and secondary schools

- Requested written information is sent to middle schools / secondary schools regarding such things as: general attainment, specific attainment in Literacy and Maths, Gifted and Talented, special needs, interests and friendship groups.
- Liaison meetings or telephone meetings are held with all schools and Year 5/ 7 members of staff are invited to visit our pupils at Kensworth to meet with them and to speak with the class teacher informally.
- Some schools provide orientation / familiarisation visits for particular children and sometimes extra visits for those children who will be sole pupils from their schools.