

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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## Transition Policy

**Date of Policy:** 2019

**Review Date:** 2022

“The key to smooth transitions for children is effective communication between child, parents and staff and the creation of a positive and supportive climate for both the parent and the child”.

“As children get ready to start primary school they need time to talk about fears and anxieties they might have. Adults play a vital role in listening sensitively and helping to prepare them for this exciting and positive change”.

### Nursery / Playschool / Home to School

1. Prior to applying for a place at St Luke's, prospective parents are invited to look around the school.
2. All prospective parents are sent a school prospectus in the January before their child is due to start school.
3. After places have been allocated parents are invited to an evening meeting attended by members of the school staff and the governing body. At this meeting parents are able to order school uniforms with administrative staff, discuss school meal options with the school cook, raise any health concerns with the school nurse and enquire about places in the St Luke's Safe 'n' Sound Extra Care Club. The Headteacher, Chair of Governors and reception teacher will give short presentations about how we work at St Luke's. Parents are provided with a booklet outlining all areas of school life.
4. During the second half of the summer term prior to the children starting St Luke's School we hold INSPIRE sessions for new parents and children (Involve School Parents in Raising Expectations). There are usually 5 sessions. 4 for parents and children, which take place in the school hall and 1 session in the reception classroom for the children only. The sessions cover speaking and listening, reading, writing, mathematics and a classroom visit to familiarise the children with the classroom environment.
5. In the first week of the autumn term the reception teacher and nursery nurse make home visits to all new parents and children. The main focus of these individual meetings is to discuss the child's readiness for school and any personal concerns parents may have.
6. St Luke's school implements a staggered part time entry for the first week in the reception class. The third week of term sees all children who are ready, attending the school full time.
7. The first curriculum meeting for reception parents is a reading meeting, which is held during the first half term.
8. The school operates an 'open door' policy and all teachers are available at the end of the school day to discuss any concerns.

9. A class workshop is held during the first half of the autumn term and individual parent consultation meetings during the second half of the autumn term.

### End of Key Stage One to Year Three

1. During the summer term prior to the move into Year Three all Year Two children are assigned a Guardian Angel from the Year 5 class.
2. Year 5 pupils apply in writing to become a Guardian Angel and school staff match the children with an appropriate buddy from year 2.
3. Time is then allocated within the summer term prior to the move into Year 3 for the children to meet and spend time together.

### Year Six to Secondary School

The majority of our pupils move to the 2 local Secondary schools i.e. Golborne Community High School and Lowton Church of England High School.

1. Parents of children moving to High school are sent the Local Authority Admissions Secondary School Booklets in the September of the year prior to the children starting Secondary school.
2. They are invited to open evenings at both the local schools during September and applications are submitted by the end of October.
3. The children are invited during curriculum time to attend taster days in the Autumn Term to assist in deciding which will be the chosen high school.
4. High schools may visit St Luke's and produce a presentation to both parents and children.
5. Parents and children are notified of the allocated places at the beginning of the following March.
6. During the Summer Term, the children are invited during curriculum time to attend transition days at their chosen high school. This is to gain experience and to familiarise themselves with their new school.
7. Year 6 may undertake some transition units of work across the curriculum The units are sometimes continued and assessed at high school during Year 7.
8. There may be visits arranged to the high schools to facilitate the transition units and for sporting activities.
9. St Luke's provide a transition unit in PSHE + Citizenship. This gives pupils the chance to discuss and portray any anxieties about the change.
10. Meetings between Year 6 teacher and the Head of Key Stage 3/ Deputy headteacher take place during summer term to discuss the pupils transition.



SCHOOL  
MEMBER

