**Transition**

**Policy**

**Next Review 31/08/2022**

The staff and Governing Body at South Kirkby Academy School are fully committed to the welfare of each and every child.

Care and attention is given to each stage of the individual’s transition to, through and beyond the school whether that is at Key Stage 1, 2 or 3.

**Aims of This Policy**:

The aims of this policy are to:

* Promote the smooth transition of children at the start of each new setting.
* Prevent and alleviate stress.
* Promote continuity of teaching and learning.

**Key Principles:**

* The collection of information prior to the children starting in a new setting will be in cooperation and partnership with parents, existing staff, receiving staff and, if age appropriate with the child themselves.
* Discussions and collection of information will focus on the whole child and not just child development or academic achievement. i.e. routines, interests, family unit, relevant medical information alongside any additional needs.
* Timescales for transition are variable to meet the individual needs of the child.
* Other relevant information e.g. social care issues, special educational needs, looked after child etc (all compliant with the Data Protection Act) will be shared on a ‘need to know’ basis.

**Upon Entry to Key Stage 2**:

The following steps are taken to ensure that both the child and parents are confident, informed, happy and relaxed about the school.

* New parents meeting prior to their child attending.
* Information pack (including school prospectus) given to all parents.
* Visit days offered for children to get them acquainted with new surroundings and meet key team members.
* Additional days are made available for children with specific needs.
* Year 3 teachers and SENDCO visit Common Road Infants and talk to Year 2 children.
* Year 3 teachers to spend time with Year 2 children in class.
* Year 2 children are paired with a Year 3 buddy on initial visits.
* Meeting between the Year 2 teachers and the Year 3 teachers.
* Moderation meetings take place between Year 2 and 3 staff.
* Year 2 teachers provide data and books for all children.
* Transfer of records to South Kirkby Academy.

**Transition between KS2 and KS3:**

* Teachers from Minsthorpe Community College visit South Kirkby Academy to introduce the staff and key principles of the school.
* The Head of Year 7 visits year 6 to discuss their transition and High School life.
* A formal meeting takes place between the Year 6 teachers and relevant Minsthorpe staff to discuss key information.
* The Year 6 children visit on an induction day.
* Minsthorpe holds parent information evenings.
* Activities take place through-out the summer term at both schools to ensure a smooth transition.
* Additional transition days are made available for children with specific needs.

**Equal Opportunities**

We recognise that for some children e.g. special educational needs, looked

after children, English as an additional language etc, transition may be a stressful period of time that can affect their progress. Hence we will ensure to identify those requiring special attention/support early stage and the receiving teacher made aware of this.

**This policy was created in September 2016 and will be reviewed on an annual basis.**