

Ysgol Penalltau Transition Policy





Ysgol Penalltau – Transition Policy

At Ysgol Penalltau '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 learners in settling into their new learning environment in preparation for future learning and development.

Aims:

At Ysgol Penalltau there are 3 stages of transition:-

- Pre-school setting to the Nursery / Foundation Phase (3– 7 years)
- From Nursery to Reception
- From one class to another throughout the school
- From Year 6 to KS3 (Secondary School)

We recognise that each of these transitions is a unique phase which has its own challenges and expectations. We want our learners to experience a smooth transition throughout their learning so that the pace and quality of learning are maintained to ensure that learners continue to make the very best progress.

This policy addresses issues of transition at all stages from entry to Ysgol Panteg right through to entering secondary education. This policy also aims to:

- Encourage all parents to be partners in their child's education;
- Assist parents in helping their child prepare for school and transition to each new year group;
- Support all learners towards independence and develop confidence and ability to cope with change;
- Give learners a clear understanding of the new expectations ahead of them;
- Ensure that any relevant information from outside agencies is acknowledged and acted upon particularly in regard to learners with additional learning needs.
- Set a timetable of when decisions and announcements are made.

Principles that underpin the Policy:

- Approaches to teaching and learning are harmonised at the point of transition;
- Planning is based upon assessment from the previous class;
- Styles of teaching and learning will meet the needs of the individual child and not pre-conceived notions of what is appropriate for the key stage;
- Transition should motivate and challenge learners;

Equal Opportunities and Inclusion:

Ysgol Penalltau will ensure that learners and parents are actively involved in the process of transition and their perceptions about transition are explored and valued. There are clear curriculum guidelines for learners with Additional Learning Needs at transition (see ALN Policy).

Transition from Home and/or Pre-School to the Nursery / Foundation Phase:

- An induction meeting is offered to all incoming parents in the summer term. The school will accommodate one virtual meeting for those unable to attend;
- Learners are invited to spend part of an afternoon / morning in the Nursery Classroom giving the opportunity for the Class teacher and support staff meet the learners;
- Discussions occur between Ysgol Penalltau' teachers and staff from other settings;
- Pre-school settings should send reports and portfolios about the learners so that staff can get to know learners' individual needs;
- Parents receive an 'information pack' containing necessary consent forms and other useful Information;
- A class briefing for parents takes place in September to share information for the term and to answer any questions or concerns and present relevant learning approaches – e.g phonics and handwriting;
- The Nursery staff are proactive in talking to parents about issues that may arise with individual learners;
- Ysgol Penalltau operates an 'open door' policy. Parents are able to have a 'quick word' at the classroom door in the morning to make staff aware of issues which may affect their child during the day;
- Staff may share minor concerns with parents at the end of the session;
- Parents may make an appointment to see the teacher regarding larger concerns, via the school office, at a time that is mutually convenient;
- Learners whose birthday's fall before 31st of August are invited to start school in September. Parents may request for a January start date for those whose birthday fall between September and the 31st of December or according to the needs of their child.

Transition from Nursery to Reception:

- Learners are expected to attend the Reception class on a full time basis;
- Reception extends the experiences learners have had in the Nursery class;
- Before the learners move from the Nursery, transition meetings are held so that teaching staff are able to discuss the learners' progress, additional learning needs and any other information relevant to the well-being and development of the child.

Transition between year groups in summer term:

- All learners visit their new classes during the 2nd half of the summer term. This is known as 'Meet the Teacher';

- All teachers meet in the summer term to discuss individual learners sharing relevant information, data and targets and to ensure the new teacher understands the next steps for each child and to ensure continuity;
- Ysgol Penalltau operates an 'open door' policy. Parents are able to have a 'quick word' at the classroom door in the morning to make staff aware of issues which may affect their child during the day;
- Staff may share minor concerns with parents at the end of the session;
- Parents may make an appointment to see the teacher regarding larger concerns, via the school office, at a time that is mutually convenient;

- Teachers host 2 parent evenings throughout the academic year. This gives parents and learners the opportunity to meet the teacher together and find out what their child will be doing during the forthcoming year and to understand their personal targets;
- Each parent also receives an end of year progress report on their child.

Class sizes and the distribution and organisation of learners:

- Learners are distributed into classes according to **their chronological age and not by ability**;
- The "cut off" point will vary from year to year depending on the number of learners within the cohort;
- Learners may need to be placed in mixed age classes comprising of one or two age groups depending on the number of learners in each year group;
- We will endeavour to keep these mixed age class sizes as small as possible;
- We will endeavour to follow Welsh Government guidelines of no more than 30 learners **at the beginning of each academic year**. This may rise during the year if a child moves into the catchment area and need to be placed in the school;
- If a group of learners are not with the majority of their year group we will seek opportunities to unite the whole year group for certain activities e.g. Sex Education Presentation (Year 6), wellbeing education sessions, Sports Day Competitions, Singing Lessons, Whole and Department School Assemblies, Swimming lessons, Urdd Competitions, Presentations and workshops by visitors;
- The curriculum ensures that each child's programme of study is suited to his/her ability and tasks will be differentiated according to ability and **NOT** age;
- We strive to achieve continuity of development in the curriculum by means of our curriculum guidelines, teacher planning, core resources and regular staff discussion;
- As an integral part of the school's monitoring procedures, the Head Teacher and Senior Leaders will monitor samples of work from all classes on a regular basis to ensure that all learners' work meet their own individual set targets and continuity in the teaching and learning across the school.

Learners transferring from other schools:

- Parents receive a prospectus with information about the school;
- Parents and the child are invited to tour the school and discuss any issues with the Head teacher and class teacher;
- New learners are assessed by the class teacher;
- A 'buddy' is identified within the class to help the new child to integrate;
- Records from the previous school are made available to the class teacher and ALNCo;

Transition to Secondary Education:

- Parents of learners moving to secondary school are given the Local Authority's relevant information pack;
- Applications for secondary placement are submitted on line to the Local Authority in the Autumn term;
- Parents are notified of the allocated places in the spring term;
- Yr 6 learners are usually invited to attend a transition day / workshops with / at their secondary school throughout the in order to gain experience and to familiarise themselves with their new
- School, systems and protocols;
- Parents are invited to a meeting at the secondary school to discuss transition and receive information packs
- Secondary Schools may send a teacher to visit the learners at Ysgol Penalltau during the summer term;
- ALN learners have a review meeting with the parents and professionals in Y5 to discuss future secondary schools and needs in order to ensure enriched transition into Yr 7.
- Yr 6 data and any relevant reports are sent onto the secondary schools;
- Learners with complex / highly complex needs are supported in their transition through a range of appropriate activities.

Transition Timetable for Ysgol Penalltau (transition timetable for Secondary settings will differ)

Month	Activity
February	Review projected pupil numbers for the following academic year
March	Finalise class structure and appoint additional staff if need be
End of June	Communicate decision on the following academic years' class to pupils and parents. Enhanced transition support as required
July	Transition day for pupils at primary setting
September	New academic year to commence.