

# **ST. ILLTYD'S CATHOLIC HIGH SCHOOL**

## **Key Stage 2/3 Transition Policy**

At St. Illtyd's Catholic High School we believe education should be an unbroken continuum. Policies and procedures in place should do the utmost to ensure that pupils transfer seamlessly from Y6 to Y7 and maintain and build on the momentum established in KS2.

### **1. AIMS**

- To achieve continuity in learning and teaching methods.
- To undertake joint curriculum planning.
- To achieve consistency in assessment and monitoring and tracking pupils' progress against prior attainment.
- To promote the effective transfer to secondary school of individual pupils, particularly those who may have specific learning or behavioural needs.
- To identify and target specific support for those pupils with additional needs.
- To ensure proper availability and use of transfer data.
- To involve parents/guardians in the transfer process.
- To facilitate greater staff knowledge and understanding of the other phase and to engage fully with planned cross-phase work.

### **2. EQUAL OPPORTUNITIES**

- It is recognised that all pupils have an entitlement to a successful and smooth transfer. The schools will all work to ensure that each pupil has every opportunity to continue to be confident and secure within her/his school community, and to continue to achieve without any disruption caused by transfer.

### **3. MANAGEMENT**

- The responsibility for the day to day management of this policy resides with senior management teams and transition coordinators of all schools within this cluster.
- These colleagues will ensure that there is a regular programme of monitoring and evaluation focusing on the impact of the policy particularly in relation to raising standards.

### **4. CROSS-PHASE CO-OPERATION AND MODERATION OF PUPIL'S WORK**

- Through our transition plans working towards agreed policies in relation to transition arrangements, sharing information about pupils' achievements and learning needs, teaching and learning methodology, assessment for learning, tracking pupil progress, and ensuring curriculum continuity.

- A cross-phase standardisation moderation process organised each year, in line with national guidelines. This includes core subject co-ordinators (also RS and Welsh) and Year 6 staff in order to ensure consistency of standards, ensuring standardisation across whole pupil profiles.

## **5. CURRICULUM CONTINUITY**

- Head teachers of all schools involved meet termly to ensure continuity across phases, particularly in learning and teaching methods will be a focus for improvement through sharing of school development plans.
- We will ensure that prior attainment of Year 7 pupils is known and attainment of pupils' transferring to Y7 is known and informs their next steps in learning.

## **6. STAFF DEVELOPMENT**

- Training linked to ensuring effective transition processes will form part of a structured programme of professional development.
- Teacher exchanges and meetings for planning cross-phase work will be timetabled.

## **7. PUPIL PREPARATION FOR TRANSFER**

- Arrangements will be made for former pupils from our primary schools, to return to talk to Year 6 pupils.
- Opportunities for groups or classes of Year 5 and 6 pupils to attend sample lessons, irrespective of the secondary school they will be considering attending.

For the pupils transferring to Secondary School;

- A whole day's induction in each Summer Term (or other common date/dates agreed across the cluster) will be arranged.
- The transition coordinator and member of the ALN team will visit Y6 pupils in their primary school during the summer term prior to transfer.
- Other opportunities for visiting the secondary school may be organised to meet the needs of pupils both individually/collectively/with family members prior to transfer.

## **8. PARENTS/GUARDIANS**

- Support will be offered to parents and guardians in understanding the transfer process and preparing their children for transfer.
- All schools will work together with external agencies in identifying guardians who may need additional support before at the point of, and after their children transfer.

## **9. DOCUMENTATION**

Effective transfer needs to be supported by the completion and use of key information about each pupil.

To this end:

- Information linked to the Common Transfer File will be received, by an agreed date, in the Summer Term from the feeder primary schools.
- If additional information on a particular child is required then this will be discussed with the primary school when visits are made by the year tutor to meet the new pupil.

## **GENERAL**

- All schools will identify a person/persons responsible for coordinating transition.
- Transition Policies will be available in all cluster groups schools.
- Designated governors with responsibility for overseeing the implementation of the Transition Plan will be nominated by each school's Governing Body.