

**St Ippolyts C.E. (VA) Primary School**



**Induction and  
Transition  
Policy**

**June 2012**

At St Ippolyts CE (VA) Primary school we endeavour to make the points of transition as smooth and as stress-free as possible for pupils, teachers and parents.

We place liaison with colleagues at the centre of the transition procedure. The procedure set out in these guidelines will serve to make the transition easier and calmer. It is the ongoing dialogue between staff about children that enhances the smooth running of transition phases in school.

## **Induction Procedure for Reception Year Children**

### **Starting School**

The introduction to school life for all children joining St Ippolyts CofE (VA) Primary school is a gradual process with great emphasis placed on a happy and secure experience for each and every child. Preliminary visits enable both parents and children to become familiar with school, its staff and its classrooms.

Children in Reception Year start school in a single intake of a pan of 20 children within the cohort. These children are introduced to approximately 10 year 1 children who remain in class 1. (Numbers may of course vary depending on appeals and cohort size)

It is essential that the settling in process is not rushed but paced to suit each individual child. Most children start in September, but parents are given the option of deferring their child's start date until later in the year if their fifth birthday is between January and August in the Summer Term.

- Parents are asked to give the name of the pre-school group their child has attended after places are offered so that the EYFS Class teacher and Nursery Nurse can make appointments to see these children in a familiar setting
- A "Welcome to our school" meeting is held for all new Reception Year parents on the whole school Induction Day while children have a short period of time in their new class.
- Children start school at staggered times in groups according to their date of birth. Groups will be set by the Headteacher. Children who attended pre-school together or who know each other or who speak the same language may be placed in a group together.
- Reception Year Staff take children into the Class 1 garden gate at the end of the day, thus making daily contact with parents/carers
- Reception year children have a separate morning play time initially but will join with the rest of the school for the lunchtime play.
- During the autumn term the Reception children build up to joining whole school Assembly times.
- At the end of September Reception Year parents/carers are invited to two separate events:
  - 1) a coffee morning to get to know one another and chat with staff/governors and PTA members
  - 2) a curriculum evening where the Class Teacher explains the structure of the EYFS day and curriculum.

Formal Staff/Parent consultations are scheduled towards the end of term after the children start school to discuss how the children are settling and the progress they are making.

## **Transition from Foundation Stage to Year 1 of the National Curriculum** (see separate policy)

### **Transition from Class to Class (KS1 to KS2 and through KS2)**

Throughout the child's time at St Ippolyts smooth transition from class to class will be encouraged by:

- Weekly whole school sharing assembly
- Children are regrouped for this transition due to differing cohort sizes.
- Children visit their new teacher and new classroom on the morning of the whole school Induction day.
- Record keeping documents are passed from year to year
- I.E.P.s and SEN information are passed to receiving teacher which will include meetings with the Inclusion Coordinator
- Sending and receiving teachers have face-to-face meetings to discuss individual pupils.
- Ability groupings for Literacy and Maths
- To help with continuity and progress, the following most recent books will be passed onto the receiving class.

Literacy

Maths

Science

RE books

### **Primary (KS2) to Secondary (KS3):**

- Transition work, embedded into the PSHE&C programme is undertaken in the summer term, for example PHASE workshops
- One day visit to new secondary school.
- Sport /PE and Design and Technology sessions/visits to local secondary schools dependant on availability
- Meeting between school and receiving secondary schools: with the class teacher and Y7 tutor, with eh pupils and Y7 tutors
- Transfer of records to secondary school.

### **Equal Opportunities**

We recognise that for some children transition may be an especially stressful period of time that can affect their progress. We will endeavour to identify those requiring special attention/support, regardless of race/colour/gender/belief at an early stage and the receiving teacher made aware of this.

### **Implementing, Monitoring and Reviewing the Policy**

The Head/SLT will be responsible for monitoring this policy. The impact of this transition will be monitored.

Assessment data will be analysed to identify dips in achievement throughout the year and at transition.

## **Conclusion**

All staff at St Ippolyts CE (VA) Primary school are dedicated to the well being of all pupils in their care. They all have an important part to play in ensuring that children are happy, content and secure whilst in our school.

We endeavour to ensure that all children feel able to approach any member of staff for support and guidance at any time. All staff will support a child experiencing difficulties during any transitional stage.