

TRANSITION

WHY DO WE HAVE THIS POLICY?

In this policy, 'Transition' describes the movement from one familiar education setting to another. It is defined as the process where policy and practice is adapted to support our pupils as they settle in to their new learning environment here at Notre Dame in preparation for their future learning and development. We want our pupils to experience a smooth transition throughout their learning, so that the pace and quality of learning are maintained to ensure that our pupils make the very best progress possible.

We recognise the importance of each individual and wish to ensure that every pupil who comes to Notre Dame Catholic College is given the very best possible start and support as they begin their education and life with us.

Whether the transition is from primary to secondary school, or an in-year transfer, we acknowledge that this is an important new beginning for a young person. We acknowledge that this 'new move' is an important step in the life of a child and, as such, comes with varying degrees of emotional upheaval for both the pupil and the parent or carer.

BROAD OUTLINES

- ❖ We will ensure that the transition is managed in a sensitive and caring way, providing suitable guidance to enable the pupil to feel secure and happy and able to build on a firm foundation to further his or her future progress and achievement
- ❖ We will communicate with necessary agencies to ensure the transfer of relevant information in order to cater for each pupil's needs
- ❖ We will support and enable the continuity and progression of each pupil's learning
- ❖ We will liaise with all relevant parties to ensure that any difficulties are identified and resolutions found to lessen their impact.

HOW DOES THE SCHOOL RESPOND?

There is a specific programme for key stage and in-year transfers though all transition is based upon the following aims:

- ❖ Key people in the partner school/colleges are known to the appropriate staff in the school through regular visits, outreach work, liaison and, when appropriate, joint teaching purposes.
- ❖ All prospective pupils will be invited to a Transition Day.
- ❖ Year 7 pupils visit Year 6 pupils in Partner Primary Schools to speak about transition.

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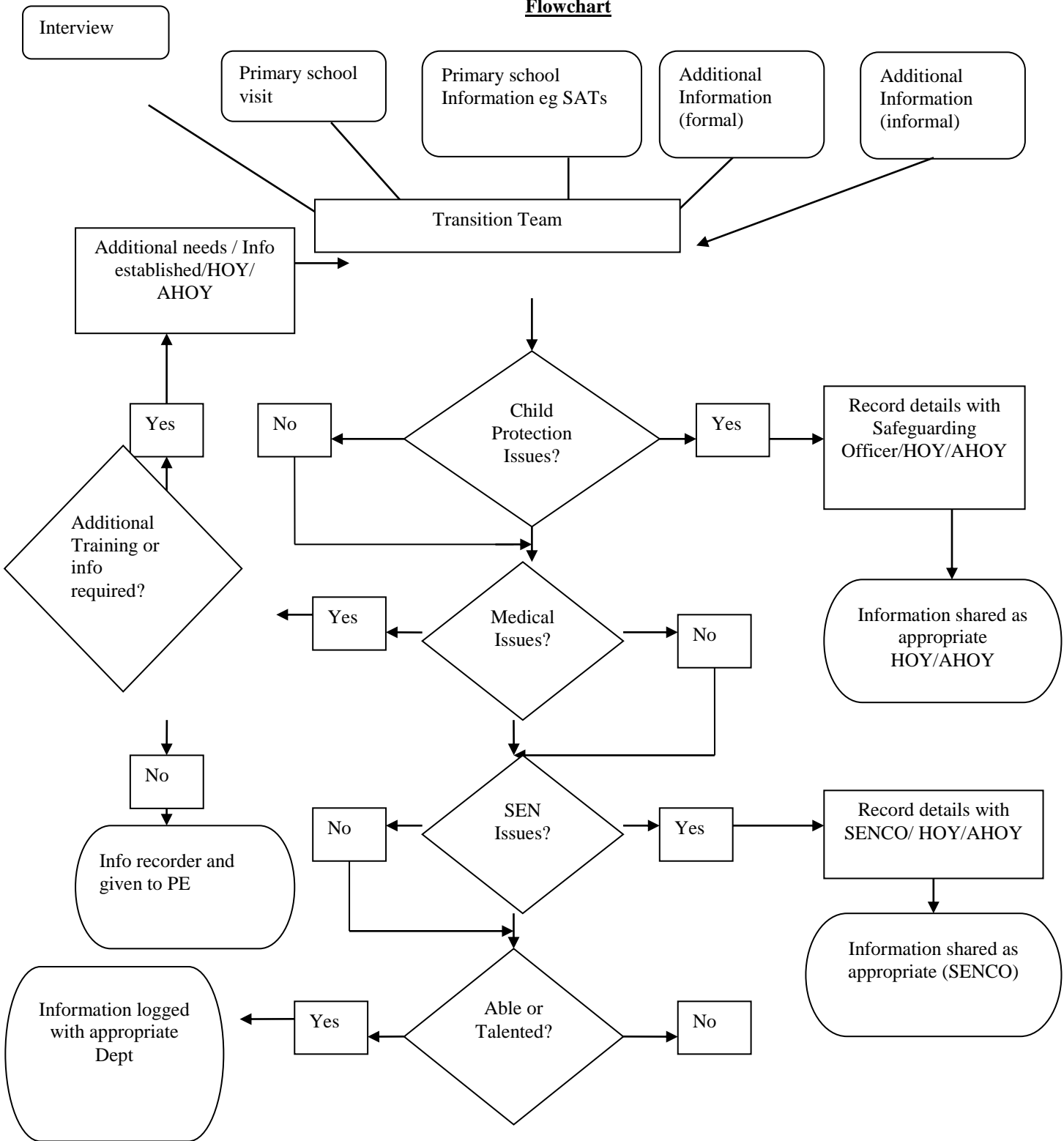
- ❖ Pupils will be invited to take part in specialist visits eg Science, ICT, Design and Technology, Performing Arts, and Mathematics.
- ❖ The transfer of information from primary schools is sufficiently informative to enable our pupils to be placed in subject and form groups (see Appendix of New Intake Information Flowchart).
- ❖ All necessary general information is collated and presented in a “Welcome Booklet” and given to each pupil and parent, prior to attending Notre Dame Catholic College.
- ❖ Data relating to pupil achievement is shared between partner schools and/or colleges.
- ❖ Develop continuity in core Year 6 and Year 7 curriculum subjects through dialogue with partner schools.
- ❖ Assistant Heads of Year will continue to work with/support identified pupils.
- ❖ Parents to be a) made aware of the Induction Process, b) given a calendar of events and c) supplied with a named person who can be contacted in the event of any queries.
- ❖ Parents of Year 6 pupils have the opportunity to meet with the Headteacher and a member of the transition team to discuss concerns, allay any fears and answer any questions.
- ❖ All pupils to be given every opportunity for an equal start.
- ❖ All pupils (Year 6) are offered a 1:1 interview with a member of the transition team.
- ❖ All data is recorded, made secure and shared only with the relevant members of staff. (Please see the attached information sheet for further guidance.)

MONITORING AND EVALUATION

This policy will be reviewed on a regular basis and, having elicited the views of stakeholders, be amended to ensure smooth transition, progression and equality of opportunity.

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**New Intake Information
Flowchart**



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