



## Y6 Transfer Policy In co-ordination with South Craven School



Autumn 2018

### Rights Respecting School

*Glusburn Community Primary School* is proud to be a UNICEF Rights Respecting School. Our school was the first in North Yorkshire to receive the award in 2009.

This Policy covers the following Rights in respect of UNICEF's The Convention On The Rights Of The Child:

- **Article 12 (Respect for the views of the child):** When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.

#### Glusburn Primary School Mission Statement.

We want our school to be a place where everybody feels welcome.

We want all our children to feel safe and happy so that they can enjoy their learning and achieve to their full potential.

We will provide a stimulating learning environment, offering a variety of exciting learning opportunities and experiences within a broad and balanced curriculum.

We aim to give children the best possible start to their education by developing their independence, curiosity, imagination and desire to learn.

We will promote our common values and value our differences within the school and the wider community.

#### **Our common values**

- Show Respect
- Practise Manners
- Being Safe
- Working together
- Being Honest, Trustworthy and Responsible citizens.

#### **Every Child Matters**

Overriding common values:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Economic well-being



## Y6 Transfer Policy to South Craven School Autumn 2018



### **Rationale**

It is recognised that a planned transition between primary and secondary education is essential for any student to maximise the benefit and minimise the cost, in both the social and academic sense, of moving from one phase of their education to another; students, their parents and staff in feeder and receiving schools experience benefits of such planning.

### **Aims**

To work closely together with South Craven School to promote a continuous 4-19 educational experience.

To ensure that year 6/7 transfer is viewed by all involved as a positive event in the age 4-19 continuum, beginning with a build up of expectation in the last eighteen months of the primary phase, through transfer, to a stage where individuals are happily and purposefully embedded into the work of South Craven School.

To facilitate the smooth transition from the primary to the secondary phase of an individual's schooling, both in pastoral and curriculum terms.

### **Objectives**

Effective primary/secondary liaison between:

- primary Headteachers and South Craven's Primary liaison Co-ordinator and other staff in both phases.
- groups of primary/secondary teachers to discuss/plan cross phase curricular work.
- provide opportunities for transferees and their parents to visit, discuss and plan for transfer to South Craven School, seeking to enhance home/school links and the chance to attend a "roadshow" held annually in local primary schools/or South Craven.
- provide a framework through which information, both formal and informal, can be communicated to South Craven and complete records can transfer with each student.
- nurture cross phase teacher contact to maintain curriculum continuity within the framework of the National Curriculum and use such contacts as one tool to review the KS2/3 curriculum.
- provide a careful, considered programme for the transfer of all students. Additional care will need to be taken with students identified as being "at risk". This includes students with special needs and statemented students.
- to provide a forum for the Extended Schools Management Group to report back to the cluster Headteachers and provide a conduit for all to report back to their respective governors.

### **Implementation**

The following activities will drive the transfer process and provide opportunities for review and evaluation.

- half termly Primary Cluster Head Meetings
- termly Cross Phase Meetings primary/secondary headteachers/South Craven Primary Liaison Co Ordinator/Extended Schools Officer.



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### The transfer process

Beginning in September each year transfer will involve:

#### **September**

- issue of South Craven's prospectus
- an open evening held at South Craven School
- parents issued with preference forms, by Area Education Office, for completion and return by in the Autumn term (Actual date varies from year to year.)

#### **January to March**

- South Craven "roadshows" take place in various primary schools/or at South Craven to answer parents and children's questions. (South Craven's Headteacher and Primary Liaison Co ordinator accompanied by two post 16 students)

#### **April.**

Information exchange.

Transfer of accurate and relevant information is crucial for both administrative and academic purposes. In April the Primary Liaison Co-ordinator issues the following to all feeder schools:

- student information sheet (personal details for the database - parents to complete)
- letter to parents re: modern foreign language preference
- feeder schools to pass on SAT results when they are available in July.
- A disk (Excel spreadsheet) on which to put student data: Teacher assessments in English, mathematics and science; UPN number; able,gifted and talented data; SEN data

#### **May**

- The Primary Liaison Co-ordinator and the Head of Year 7 (designate) revisit each of the ten main feeder schools, during the working day, to speak to the students about moving schools and address their concerns. Information is also gathered from primary colleagues, both written and verbal which informs decisions about placement in tutor groups. This includes SEN information for students at SEND support on the SEND register. (Copy of disk retained by primary schools for later insertion and despatch of SATs results and marks, when available.

#### **June**

The Primary Liaison Co-ordinator and the HOY 7 place all the students into mixed ability tutor groups taking account of:

- parental modern foreign language preference
- verbal/written advice from primary colleagues
- distribution of students with special needs and the most efficient deployment of our resources to meet their needs
- gender balance within a tutor group

#### **Late June / Early July.**

- Two Induction days. All students starting the following September are invited to spend a two days at South Craven to participate in a range of activities designed to allay their concerns and foster a real sense of anticipation for their new school.



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### **Students with Special Educational Needs**

South Craven`s Primary Liaison and Head of Learning Support will work closely with feeder schools and write in the **autumn term** asking for information about the children who have an Education, Health and Care plan in year 6, particularly where there may be resource implications for the receiving school. Headteachers of feeder schools are asked to use discretion about other students who it is felt may benefit from early identification, ie: "looked after children"/ social inclusion issues. Each case will be dealt with individually and appropriate individuals/agencies informed as necessary, including parents. A South Craven representative is to be invited to the final review of statemented students