



## **TRANSFER POLICY**

<b>Person(s) responsible for this policy</b>		<b>Deputy Head Pastoral, Head of Transition at Prep</b>	
<b>Last review by</b>	<b>Jane Hayes Rachel Barnes</b>	<b>Review date</b>	<b>January 2023</b>
<b>Date of next review</b>		<b>January 2024</b>	

Streatham & Clapham High School is fully committed to the welfare of each child therefore care is given to each stage of transition within the school but most notably on entry to the Upper Third (Year 7)

### **Rationale**

Entering a new situation can be a stressful time, and some points of transition, such as Key Stages, can be especially so perhaps because of more formal classroom approach or larger and unfamiliar environments. Rapid change can lead to insecurity and stress. Children under stress may become withdrawn and unresponsive; alternatively, they may demonstrate inappropriate behaviour. Both extremes can inhibit learning.

It is therefore the aims of this policy to:

- Promote the smooth transition of pupils at key points during their time at Streatham and Clapham High School
- Prevent and alleviate stress
- Promote continuity of teaching and learning
- Promote resilience and independent learning

Key principles:

The collection of information prior to the children starting in a new setting will be in cooperation and partnership with parents/carers, existing staff, receiving staff and, if age-appropriate, with the child.

Discussions and collection of information will focus on the whole child and not just child development or academic achievement. i.e. routines, interests, family unit.

Relevant medical information will be collected together with any additional needs.

Other relevant information e.g. social care issues, special educational needs will be assessed, recorded and acted upon

Safeguarding information (all compliant with Data Protection Act) will be shared as appropriate

Transition from Key Stage 1 to Key Stage 2

Smooth transition will be encouraged by:

Transfer of profile folder to include:

- End-of-year reports

- End of Key Stage 1 assessments and/or validated end of key stage assessment details (English, maths and science)
- Child assessment and transition information A.E.N details (IEPs, G&T, etc)
- Class groupings – to be used as a guide

Additionally, there will be a programme of events to ease the transition process, as follows by the phase leader:

- Move up Morning
- Year 5 playground buddies
- Each class visits their new teacher's class as part of their tour of the school
- Class teachers to be involved in a transition meeting as part of the handover process where new class teachers meet with old class teachers to get first-hand information about the children
- A welcome evening to provide parents with the opportunity to visit the school and meet new teacher at the beginning of the new school year

### **Class to Class**

Throughout the child's time at Streatham & Clapham Prep. School, smooth transition from class to class will be encouraged by:

- Children encouraged to share good work with teacher of 'next class.'
- Teachers meet in summer term to discuss individual children in new classes.
- Class behaviour and expectations set by class teacher immediately in September.
- Informal pairings of Upper and Lower School classes for ad hoc learning experiences.
- Transfer of records to include SEN information, IEPs, Pastoral support plans, record of assessment, ability groupings for core subjects and any intervention strategies in place

For pupils joining the school at any stage other than the Upper Third the following will be offered:

- Individual or group tours offered to all incoming parents and children.
- Time for the child to spend time with current class is offered, if circumstances appropriate, to help get acquainted with their new surroundings.
- Parents receive an information pack with information about the school.
- New children assessed by registrar and appropriate Heads of Department
- A 'buddy' identified by class teacher to help the new child to integrate
- Records from previous school made available to class teacher and Head of Learning Support.

Primary (Key Stage 2) to Secondary (Key Stage 3):

Year 5 and 6 pupils, from all feeder schools as far as possible and not just SCHS Juniors, are offered the following to begin the process of secondary transition:

1. Taster activities at the Senior School (Choir activity, sample lessons)
2. Encouragement to be involved with sport, music and other activities at the Senior school.

Additionally:

3. A formal meeting between the Year 6 teacher and the Head of Transition will take place
4. Year 6 teacher completes a profile of assessment and transition needs for each child to be passed onto Senior school.
5. Identified children (SEN) receive additional support before and after transition.
6. Transfer of pupil records to secondary school will take place.

11. Parents social evening held in September to discuss effectiveness of transfer

12. Buddy pairs may be set up between the new Upper Third pupils and girls in a higher year group.

### **Equal Opportunities**

We recognise that for some children e.g. special educational needs, looked after children, English as an additional language, bereaved children, transition may be a stressful period of time that can affect their progress. Hence we will ensure we identify those children requiring special attention/support, whatever their race/colour/gender/beliefs, at an early stage and the receiving teacher will be made aware of this.