

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

**Responsibility:** IC  
**Date:** September 2017  
**Next Review:** September 2019

The Holmfirth family of schools work closely to ensure smooth transition for pupils and this is ensured through close working relationships and a wide variety of activities that are organised across the partnership. We believe that:

- Children need an opportunity to visit their prospective High School before transferring, in order to familiarise themselves with the school.
- Children should meet some key staff from the school before their transfer in order to ask questions, and allay fears or anxieties.
- Children should have the opportunity to experience activities and events which are organised by the High School and which will help them prepare them for secondary school life.
- Parents should have opportunity to look around the High school, ask questions and enjoy the experience of induction opportunities.

Holmfirth High School will occasionally allow transfer at the ages of ten or twelve instead of the normal eleven but this will only take place where there is a strong belief by primary school staff and the parents that this would be beneficial to the child.

In order to ensure that close working relationships exist between the schools and that smooth transition does occur. The High School has a Transition Manager who is the first point of contact for primary schools on any transfer related issue. There are also a variety of activities which take place including:

### **1. Joint working and collaboration**

1. Headteachers of all the schools in the family meet each half term to agree dates, arrangements and joint policy on all matters of common interest.
2. Teachers of Year 6 classes meet termly to plan transition activity and arrangements with High School staff.
3. Subject coordinators meet on an 'as-need' basis to plan transition work and ensure smooth curriculum delivery across the key stage 2/3 interface. For example, the English department liaise with Year 6 teachers over choice of reading books and texts to avoid repetition and Maths teachers visit junior schools to lead on transition activities and give master classes.
4. High School SEN staff are invited to all review meetings in Year 6 and will attend on invitation any meetings to plan the transition of particularly needy pupils. In this connection, primary school staff will arrange for individual and small group visits of needy children to the High School to give them the opportunity for a structured visit, tour of the school and the opportunity to meet the SENCO and other key staff.

5. The schools have developed a clear protocol for the provision of information and data relating to the children at the time of transfer.
6. Visits take place in the summer term for the Executive Headteacher and Associate Headteacher of Holmfirth High School to talk to the Year 6 children about transfer and this provides rich opportunity for children to ask questions. At the same time, the Transition Manager and SENCO meet with the class teacher to discuss the needs of individual pupils.
7. Liaison continues after transfer and form tutors or Year Heads will contact primary school staff to seek advice or ask questions about issues that have arisen post transfer.

## **2. Curriculum transition projects**

Core curriculum areas have established projects which provide opportunity for secondary school learning to begin in Year 6. These activities are continued and built upon in the early stages of Year 7.

The Pennine Sports Partnership have a significant involvement with Junior School pupils and a number of sporting activities are organised throughout the year.

Junior School pupils are invited to High School music and drama performances on a regular basis.

## **3. Opportunities to Visit**

1. Primary school children have the opportunity to attend the High School to take part in an after-school sporting events working in teams that are made up of children from a variety of partner primary schools.
2. In Year 6 the primary schools arrange an annual full-day event at Holmfirth High School that involves a variety of workshops on the theme of health and well-being.
3. In early July, prior to transfer, Year 6 pupils spend an induction day at Holmfirth High School, which is used to familiarise children with the school buildings, procedures and key personnel and to give children the opportunity to meet their form tutor and their new classmates.
4. Parents and children have the opportunity to visit the High School on the occasion of the Open Evening, which is normally held in early October.
5. Parents are invited to attend an Induction Evening normally in July in which they have the opportunity to learn about High School systems, ask any questions they may have and meet form tutors.
6. Early in Year 7, there is an evening for parents which allows early contact between parents and the form tutor to check that children have settled, and to deal with any early issues or questions.