

Induction, Transfer and Transition of Pupils

A Policy Statement – September 2014

Induction of Reception Pupils and other New Admissions to the School

To ensure that the induction of pupils to this school is a happy and welcoming experience:-

1. The Local Authority operates an admission system to primary schools and provides a directory of all County Durham Schools. The admission criteria are found in the Admissions Policy. The admission limit of the Reception Class is 16 in 2014-15.
2. Parents of children starting in Reception are invited into school with their child/children.
 - There are three induction visits towards the end of the Summer Term. The first two of these meetings are from 9.30 am to 11.50am. The children take lunch on the final visit and are collected later at 1pm.
 - On the third visit parents / carers have the opportunity of discussing the 'life' and work of the school. They are shown examples of the resources the children will be using.
 - Parents / Carers also have opportunities to discuss individual questions or concerns privately.
 - Additional transition visits can be arranged for children should this be required eg if a child has a special need.
3. On arrival at school all new pupils, whether they are new starters or transfers are shown their surroundings by the class teacher. Individual children who transfer from another school often have a specific child attached to them until they feel 'at home'.
4. In the classroom, all new entrants are to be made welcome, familiarised with school routines and, at an appropriate time and assessed by their teacher. For those children who transfer from another school, their records are requested immediately after entry.
5. All entrants in the Reception class begin full-time education from the first day of term and follow the subject areas of the Early Years Foundation Stage. They are assessed under the EYFS Profile. The result of this assessment forms part of the child's cumulative assessment record.

Transition to New Classes within Gainford CE

At the end of each year, each child moves into their new year group. Depending on circumstances a child may also move into a new class or have a new teacher.

Gainford CE is a small school and all staff know all pupils well (and vice versa). However in order to make transition as smooth as possible, towards the end of the Summer term there is a 'Moving Up' half day or full day. This is in order for children to spend some time in their new class, with their new classmates (and with their new teacher if they have one.)

Transition to Secondary School

The Local Authority operates an admission system to primary schools and provides a directory of all County Durham Secondary Schools

1. At the end of Year 6 to secondary schools. Most opt for one of the two local secondary schools, (Staindrop and Teesdale Schools) however some go to other state schools or to private education.
2. Parents / Carers are invited by the secondary schools to open days prior to making a choice about their child's secondary education.
3. Prior to transition to secondary school Y6 pupils will already have a level of familiarity with Staindrop and Teesdale Secondary Schools having attended sporting, musical and enterprise events at these schools as part of their primary education.
4. Prior to transfer, Year 7 Tutors from the two Teesdale Schools visits Gainford CE to talk to pupils about their schools and to answer pupils' questions.
5. Teesdale Cluster of Schools employ teachers with a transition role who visit the Y6 children prior to transfer. These workers can provide extra transition visits to more anxious or vulnerable pupils.
6. Teesdale Cluster of Schools also employs Parent Support Advisors who can help parents / carers with the application process.
7. The Teesdale Schools set transition units of work in Numeracy and Literacy which are delivered by the Y6 teacher in the summer term and this work is followed up at the start of the term in Y7 to aid transition across the Key Stages.

8. There are 3 days of induction visits in penultimate week of summer term to both Teesdale Secondary Schools. These visits help pupils to get used to staff at their new school and to get used to finding their way around.
9. Both Teesdale Secondary Schools provide Summer Schools for the new Year 7 to further acclimatise them to their new surroundings.
10. Other secondary schools generally have their own transition arrangements. Details are available on request from such schools.
11. Gainford CE passes pupil records to the secondary schools. These include statutory assessments and teacher assessments as well as any Special Educational Needs records.

HB Sept 2014