



# WELSHPOOL HIGH SCHOOL

## TRANSITION POLICY

**DATE REVIEWED; June 2021**

**DATE FOR REVIEW; June 2022**

A handwritten signature in black ink, appearing to read "David Rogers".

**SIGNED** \_\_\_\_\_ **Date:** 10/5/21  
**Chair of Governing Body**

A handwritten signature in black ink, appearing to read "J. T. T.".

**SIGNED** \_\_\_\_\_ **Date:** 10/5/21  
**Headteacher**

## **Welshpool Cluster Schools Transition Plan 2020-2022**

### **Welshpool High School and ..... School.**

This plan includes the following schools in co-operation with Welshpool High School:

- Berriew C.P.
- Llandysilio C. in W.
- Welshpool C.I.W Primary
- Montgomery C. in W.
- Leighton C.P.
- Arddleen C.P.
- Forden C. in W.
- Buttington – Trewern C.P.
- Guilsfield C.P.
- Churchstoke C.P

Welshpool High School also welcomes pupils from other primary schools and is dedicated to supporting their transition to the school.

This plan is an agreement between Welshpool High School and the Welshpool Cluster Schools. Other primary schools may be involved if pupils are transferring from outside the cluster. In this case the transition co-ordinator will liaise with these schools individually.

Its purpose is to support further improvement in transition practice so that pupils are better prepared socially and academically for the move to the high school. It ensures that their high school experience builds upon the good practice that they have experienced in the primary school, enabling them to make good progress at year 7 and through key stage 3.

### **Management and Co-ordination of Transition**

#### **Welshpool High School**

Overall organisational responsibility will rest with the Senior Management Team.

Direct contact and practical arrangements with the primary school will be led by:

Transition Coordinator – Natalie Forsyth

Head of Year 7

ALNCO – Joanne Baines

The governor with responsibility for Transition – Mrs Suzi Harkness.

#### **Primary School**

Overall organisational responsibility will rest with the Headteacher. Direct contact and practical arrangements with the High School will be led by:

Head teacher -  
Year 6 teacher –  
The governor responsibility for transition –

### Transition Visits

Dates for transition visits by pupils and parents/carers of pupils in Year 6 will be agreed between both establishments by the beginning of term of the visit; e.g. information evening for Year 6 parents.

Dates for the transition days for Year 6 pupils to visit the High School in the summer term will be agreed between both establishments in the previous autumn term. The usual dates for the induction days are the first Monday and Tuesday in July.

Information regarding these events will be distributed by the primary school following agreement of these dates.

The induction days will follow the format outlined below \*(see addendum for 2021 special arrangements).

On the Monday the pupils will follow a normal timetabled day, pupils will experience 5 lessons, chosen from Science, P.E., French, Welsh, Art, Geography and IT plus one period with their new form teacher. These subjects are chosen in order that the pupils experience learning in a specialized subject area.

Pupils' work will be displayed in the evening for parents to see; there will also be an opportunity for familiarisation with the year group team of form tutors and senior staff.

The second of the induction days is a creative day split into three units which will usually be chosen from:

- Team building-Welsh Bacalaureate Sixth Form group
- Expressive Arts
- Languages, Literacy and Communication
- PHSE themed work.

Prior to these sessions, parents and carers of Y6 pupils will be asked to return permission slips to WHS to indicate that Parents and pupils are aware of and agree with our acceptable use policy.

The transition coordinator will arrange for pupils to travel to the High School by school transport on these induction days.

### Admission Arrangements

Information regarding arrangements for transition from Primary to High Schools, application forms for places and for transport from Powys LEA will be distributed by the primary schools to all parents/carers of relevant pupils in the Autumn Term. Places for the High School will be allocated in the Spring Term by the LEA admissions officer. In the circumstance of over-subscription of places then parents/carers will be made aware of the need to appeal as outlined in the LEA admissions booklet. Once places have been allocated, parents will receive a form from Welshpool High School on which to complete pupils' personal information so that the pastoral/social grouping process can begin.

### **Pastoral Links to Meet Pupils' Personal and Social Needs**

The Transition Coordinator will visit the primary school in the Autumn Term to speak to year 5 and 6 pupils in order to invite them to the open evening and to complete a question and answer session about life in Welshpool High School. There is a further visit in the Summer Term with the year 6 pupils who have gained places, offering them a chance to prepare for the induction days and respond to their concerns and views regarding transition to year 7.

During this Summer visit there is also a meeting with the year 6 teacher where important information regarding pastoral, ALN and more able and talented and academic issues can be shared. Y6 teachers will be offered a form to complete which will be pre-populated with headings such as mat, attendance, TA levels, seal etc, although for schools with smaller cohorts this can be done during the meeting. Additional arrangements are made for identified vulnerable pupils, for targeted support offered by the ALNCo, xenzone, youth workers, school nurse, young carers or YIS. An opportunity is given to these pupils and their parents to come to the high school prior to induction days, and also to receive visits and additional support as necessary in their own setting from high school staff. For pupils with significant behavioural and/or educational needs, WHS will be invited to any relevant meetings, and to start transition dialogue, from Year 5. If appropriate some pupils will also be referred by their primary school (or WHS if transferring from outside Powys) to any available support programme for transition, e.g. the 'Moving Up' programme, or equivalent, organized by YIS, which takes place on the WHS site during the summer holidays. This helps to prepare pupils for the transfer over a course of 3 or 4 sessions.

### **Sharing Information About Pupils' Achievements and Attainment, Attendance and Behaviour**

Teacher assessment information at Attainment Target level in the core subjects will be passed electronically to the High School by May half-term of each year.

Beyond the basic TA information above, we agree that the following information will also be passed from the Primary/Junior School to the High School:

- IEPs
- Code of Practice stage
- Details of statement
- Final Statement review details
- Medical information
- Year 4 CATs
- Literacy and Numeracy test results
- One page profiles
- Any further pastoral information deemed necessary
- Details of pupils with particular talents who may require access to enhanced provision, i.e. pupils on the more-able and talented register.

The High School has identified Natalie Forsyth as having the responsibility of receiving and disseminating the information to the relevant teachers.

The Primary School Headteacher is responsible for collating and sending the TA information to the High School.

Teachers in the High School will receive pupil information regarding the classes that they will teach in the following year by the end of the Summer term.

Information on attendance and behaviour will be shared at the time of the transition coordinator visit in the Summer term.

### **Communicating the Learning Needs of Individual Pupils**

Information regarding pupils at risk of under attaining, i.e. low level 4, or pupils with a mixed profile in any of the core subjects, will be passed to the High School. Responsibility in receiving and disseminating this information rests with Natalie Forsyth/ALNCo.

Information regarding the learning needs of individual pupils will be passed on directly to the ALNCo at the Summer term visit or passed onto the ALNCo by the transition coordinator immediately after that visit e.g.:

- Those for whom English/Welsh is a second language.
- ALN – More able and talented pupils
- ALN – Pupils at risk of underachieving.
- Pupils whose behaviour puts them at risk of underachieving
- Pupils will also be proposed for the humanities SEAL (Social Emotional Aspect of Learning) group, for pupils who may not be able to cope with the full curriculum in larger groups or would find transition difficult.

Pupils with disabilities will have access to further special transition arrangements, i.e. extra individual induction visits to the High School.

## Joint Planning to Address National and Local Priorities

Agreed priority areas for this transition plan are:

- Curriculum for Wales 2022; transition activities should provide context for the associated experiences knowledge and skills relevant to the new areas of learning and experience. Cluster Headteachers, and WHS staff (in particular core subjects) will seek opportunities to involve Year 6 pupils in activities held on WHS site, and opportunities for their pupils to work with high school staff. Activities currently include:
  - Science and Technology**: Transition event, 'Cell', delivered by Impelo (formerly Powys Dance), takes place in March. Cluster to also source engineering event from local businesses such as Invertek Drives where applicable.
  - Maths and Numeracy**: WHS' Numeracy Co-ordinator, Katie Pointer, is available to co-ordinate extra maths sessions for MAT pupils in KS2- primaries can contact her directly on [katie.pointer@welshpool-hs.powys.sch.uk](mailto:katie.pointer@welshpool-hs.powys.sch.uk)
  - LLC**: Pupils will write a descriptive piece of writing entitled 'All About Me' either on paper or uploaded onto J2e in order that all WHS staff can access it. This English work ensures all KS2 pupils have an outline of a one page profile on entry to high school, helping to inform KS3 staff of any particular areas of strength or weakness.
  - Health and Wellbeing**: 5x60, Sport Powys– Year 6 pupils take part in transition sport activities supported by 6<sup>th</sup> form pupils who have gained their Community and Sports leadership awards.
  - Expressive Arts**: Primary pupils are invited to the bi-annual WHS school productions, and are also invited to take part in workshops leading up to the summer concerts, as well as the concerts themselves.
- Moderation; This is carried out as per statutory requirements. Moderation meeting are arranged to involve teachers of maths, English, science and Welsh in KS2 and 3. This takes place in WHS, and is overseen by the Head of KS3 working with primary headteachers.

Financial constraints and uncertainty of SEG funding and have curtailed advance planning over what is predicted to be a difficult period. The focus will be on the above developments, and asking businesses in the local community to provide experiences for STEM.

## Cluster Headteacher Meetings

Discussions between WHS and primary staff take place on a half termly basis around safeguarding, transition, good practice and joint training opportunities, thus fostering the development of key areas via PLC's where appropriate.

## Evaluation of the Impact of the Plan

The transition coordinators: Natalie Forsyth, working with cluster Head Teachers, will review at the end of the working period of the plan.

**Addendum**- added on 18/05/2020, updated on 17/3/2021, in relation to Covid-19 emergency arrangements.

Plans for transition for Year 6 in the year 2021 while schools are currently reopening remain fluid, but initial planning, using last year's arrangements as a guide, are as follows:

### Before May half term:

- WHS' data manager to contact all families re admission forms, parent pay and acceptable use, which will be sent electronically.
- NF to share transition activity with schools to circulate to Year 6 ([https://www.bbc.co.uk/bitesize/articles/zrynnrd?at\\_custom4=1A92773A-8080-11EA-86BA-279D96E8478F&at\\_campaign=64&at\\_custom1=%5Bpost+type%5D&at\\_custom3=BBC+Family+%26+Education+News&at\\_medium=custom7&at\\_custom2=facebook\\_page](https://www.bbc.co.uk/bitesize/articles/zrynnrd?at_custom4=1A92773A-8080-11EA-86BA-279D96E8478F&at_campaign=64&at_custom1=%5Bpost+type%5D&at_custom3=BBC+Family+%26+Education+News&at_medium=custom7&at_custom2=facebook_page))
- NF to write to all families to connect and offer reassurance that a transition process **will** still take place and begin to share some information.

### After May Half Term:

- NF request pastoral info from Y6 teachers; collected either via teams meeting or on pre-populated data collection sheet. This includes any pupils who need further transition support from ALNCo
- NF to 'meet' with Y6, either in person or via teams- arrangements to be made with individual schools. This will be the preparation session for transition, and will signpost the virtual tour (recorded 2020), pupil Q&A videos, and all other resources now available in the transition area of WHS website.
- NF to circulate transition booklet (as normal, although adapted to reflect new arrangements for July/September, once known)
- NF/HoY 7 arrange virtual meetings or chats with pupils coming on their own or as a small group
- NF/HoY/ALNCo invited to any Year 6 virtual parent meetings
- Produce a video of 'Meet your HoY and form tutors'