

Transition Policy



Our Transition Policy represents a joint agreement between St. Richard Gwyn High School, St. Helen's Catholic Primary School and St. Joseph's R.C. Primary School



**'Together we Believe † Achieve and Succeed'
'Gyda'n Gilydd Credwn † Chyflawnwn a Llwyddwn'**

We believe that a pupil's ability to enjoy and achieve is best enhanced by a smooth transition between schools. We need to sustain in our young people, an enthusiasm for learning, confidence in themselves to develop as learners and an innate drive for achievement and purpose. It is therefore imperative that transition is well planned.

St. Richard Gwyn, St. Helen's and St. Joseph's recognise the importance of building on the foundations pupils' have successfully built and achieved in their primary schools. Through building relationships and excellent communication, we are inevitably also nourishing and expanding the size of our learner population in our Catholic community.

We aim to ensure a smooth and effective transition from St. Helen's and St. Joseph's to St Richard Gwyn Catholic High School, for all pupils, in order to ensure the young people entrusted in our care feel safe and happy, have their needs met and ultimately fulfil their true potential. We want pupils to continue to build relationships with God the Father, Jesus and the Holy Spirit and to develop our Pupil Profile virtues. We want pupils to witness the Gospel Values and be of service to others in their lives.

We aim to:

- To promote the continuity of education between primary and secondary phase;
- To promote and support cross phase work;
- To prepare primary pupils for the transfer to their secondary school experience;
- To identify and target specific support for those pupils considered to be vulnerable;
- To ensure pupils are nurtured, developed and challenged to achieve their full potential;
- To ensure availability and use of pupil transfer data;
- To ensure parents/carers/families are fully informed of the transfer process.

The aims of this will be met by:

- Offering students in feeder primaries a range of opportunities to visit St Richard Gwyn and to meet staff;
- Increasing the opportunities for our teaching staff to visit primary schools in order to build relationships, share information and improve continuity and progression in the curriculum;
- Ensuring the swift and efficient transfer of data and information from the primary schools and its dissemination to all appropriate St. Richard Gwyn staff before the start of the academic year;
- Ensuring that data is used by St. Richard Gwyn's staff to plan provision, set targets, monitor progress, support and intervene where appropriate.
- Working on curriculum development and the quality of learning and teaching'.

**The following outlines the typical transition plan for pupils
from feeder schools that takes place each year**

September	Mr Blackwell's visit to each Year 6.
As necessary	SRG ALNCo to be invited to the PCP / IDP meetings of any children who will be transferring to SRG.
November	Individual schools transition lessons at SRG or Primary to give them a taster before the admissions deadline.
March	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils and staff from SRG to visit the Primary Schools. <input type="checkbox"/> Welcome letter and Pack 1 to families - Letter to include transition plan with dates for families to see. <input type="checkbox"/> Transfer forms shared with Primary Schools and completed electronically. <input type="checkbox"/> ALN students identified and ALNCo to work on transition with students.
April	<ul style="list-style-type: none"> <input type="checkbox"/> Google Classroom for all new students - activities, Q/A and forum to talk and meet other students. <input type="checkbox"/> Interactive activities posted throughout the summer term from each department.
May	<ul style="list-style-type: none"> <input type="checkbox"/> Assistant Head / Year 7 PL / Head of KS3 visits to primary schools for Q/A with students; <input type="checkbox"/> ALN staff to visit schools/students and support transition - regular additional visits (after school initially).

June	<p>Parents Evening- Q&A Session / presentation by key staff.</p> <p>Pack 2 sent - school uniform information, buses, parent handbook, presentations, letter informing them of form/teaching class.</p>
July	<p>Day visits - visits by school. Ideally, at least two visits per group. Spirituality, PE, Science in the lab, music, Food, drama - 2 hours of lessons per session.</p> <p>Lesson 1 & 2 am session Lesson 4 & 5 pm session (year 7 timetable).</p>
Sept	<p>Activity Week/days (first few days/week in secondary) - team building, fun interactive sessions to develop friendships, resilience and independence.</p> <p>Outside providers may be used - Circus skills, MPCT style sessions, spirituality sessions, form time activities, re-creating elements of PGL.</p>
October	<p>Kingswood Residential - all Year 7 invited to attend the residential to build friendships, independence and team work.</p>

St. Helen's and St. Joseph's seek to collaborate on the continuing of learning by sharing data with the St. Richard Gwyn and by developing our curriculum partnership between SRG.

How learning needs and the wellbeing of each individual learner will be supported

Through the transition plan and transfer forms there is dialogue between schools about the wellbeing and needs of individual learners. Information about the new cohort is relayed to all Secondary staff prior to the pupils joining the school.

The transition plan outlined offers:

- Opportunities to share information on learners;
- Dialogue between parents and staff at the open evening;
- Relationships to be established between pupils and their form tutors.

How it helps achieve continuity of learning

- It aims to offer detailed knowledge of learners' needs;
- It seeks to alleviate the concerns that they may have around transition, thereby allowing pupils to have greater continuity of learning;
- The transition plan seeks to make pupils individual learners supported in their transfer from primary to secondary.

The transition plan will be reviewed each year, refined and re-planned according to evaluation between the schools.