











**Ysgol Uwchradd**  
**Prestatyn**  
**High School**

# Transition Policy

Author	Date Adopted by Gov Body	Signed by Chair of Gov	Review Date
DCC	06/02/13		Feb 2014
DCC	15/02/14		Feb 2015
KER	11/02/15		Feb 2016
KER	10/2/16		Feb 2017
KER	15/2/17		Feb 2018
RW	23/5/18		May 2019
KER	22/5/19		May 2020
KER	24/6/20		May 2021
CLT	26/5/21		May 2022
CLT	25/5/22		May 2023

### Rationale

The Education Act 2002 requires the governing bodies of secondary schools and their feeder primary schools, jointly, to draw up plans to facilitate the transition of pupils moving from Key Stage 2 to Key Stage 3.

Prestatyn High School recognises that the preparation for the successful transition of pupils from Key Stage 2 into Key Stage 3 is based on the close working relationship that we have with schools in our cluster group. Prestatyn High School recognises that education should be an unbroken consortium and that sometimes a pupil's progress can dip at the point of transfer. Together with our cluster schools we have implemented a number of strategies to ensure that all pupils have the opportunity to achieve their potential.

### *Purpose and Principles*

- To promote the continuity of education between Key Stage 2 and 3
- To facilitate a smooth transfer for all pupils; academically, socially and emotionally
- To increase staff awareness and understanding of the transition process, and to involve all staff in order to successfully meet the needs of all learners

### *Broad Guidelines*

Prestatyn cluster group aims to:

- Undertake cross Key Stage standardisation of pupils' work in all core subjects
- Promote and facilitate staff observations of lessons in order to share good practice at both Key Stages
- Meet regularly within the cluster, and to use that time to further the shared understanding of teacher assessments and National Curriculum levels
- Compile shared pupil portfolios and profiles as exemplars of agreed National Curriculum levels
- Build in support for all Year 6 pupils throughout the academic year to help them to prepare for the transition
- Identify pupils who have particular social, emotional or academic needs and target extra support for these pupils
- Ensure the wider community of parents, carers and families have opportunities to become involved in the transition process
- Ensure proper availability and use of pupil transfer data
- Involve older pupils in the transition process, particularly through the School Council, Year 10 Buddies and SPY members.

### *Definitions*

Each year the Transition programme caters for the needs of some 280 Year 6 pupils and their families as they prepare for the move into Prestatyn High School. The High School is part of a cluster of schools, and the majority of our Year 7 intake comes from our nine traditional feeder primary schools – Bodnant Community School, Ysgol Bryn Garth, Ysgol Clawdd Offa, Ysgol Gronant, Ysgol Gynradd Trelogan, Ysgol Hiraddug, Ysgol Melyd, Ysgol Penmorfa and Ysgol Trelawnyd.

### *Transition Coordinator*

The Transition coordinator in Prestatyn High School is Mr David North.

Within departments the management of Transition is the responsibility of Key Stage 3 post holders.

## **Transition and Covid 19**

The school's usual transition procedures have been significantly impacted on during the last couple of years. This academic year, additional transition activities that comply with Covid 19 operational guidance, are in place to support the transition from primary to secondary school.

## **Procedures for Transition**

### *Staff Development*

- The cluster group meets three times a year in formal meetings with the Head Teachers of the feeder Primary Schools or the Year 6 teachers. These are held at Prestatyn High School. In addition, informal meetings are held in order to share good practice.
- Four standardisation meetings across the academic year enable teachers at both Key Stages to recognise work at different National Curriculum levels.
- Portfolios of pupils' work have been created in English, Maths, Science and Welsh second language to show a variety of the National Curriculum levels.
- Learner profiles are created by each feeder primary school and Prestatyn High in the 4 core subject areas and moderated during meeting in line with WAG/GwE guidelines.

### *Pupil Preparation for Transfer*

- In the Autumn Term Prestatyn High School hosts their 'Open Evening'. During this event all staff put on exhibitions and activities, which showcase their departments. All prospective pupils and their families are invited to attend. Year 5 pupils from the feeder schools are also invited to the evening.
- At the end of the summer term the school welcomes the new intake for two full days of induction. These days give Year 6 pupils a meaningful experience of the next Key Stage, allowing them to sample a range of lessons in their new tutor groups. In addition, they are able to experience the wider school community and find out about the extra curricular activities on offer.

- The transition coordinator organises the new intake into form groups and learning groups. The placing of pupils is based on the information received from primary schools, and whenever possible requests from pupils and parents/ carers are taken into consideration.
- During the transition period the cluster schools involve pupils in bridging units which overarch the end of Year 6 and start of Year 7. These topics, which are studied in English, Maths and Science, allow pupils to start work in the familiar environment of their primary school, which is completed in the High School. The projects are reviewed each year and changes made if necessary. The high school teachers go to the primary schools to launch the units.
- During the summer term the Head Teacher, the Transition Coordinator, former pupils from the primary schools and members of the SPY/ Buddy team visit all of the feeder schools to meet with Year 6 pupils and their families. This presentation informs pupils and parents about the High School, and explains the induction process to them.
- Pupils also take part in various projects throughout the year to ensure that the transition process is as smooth as possible, including a PE activity day, attending the school Christmas Fayre, attending the annual School Production, MAT English, MAT Maths, MFL sessions, Welsh Bac picnic, Beatboxing sessions, Lego Transition (for LAC pupils), Urdd Activity Club, Drama sessions and an Activity Day.
- Transition multi agency meetings are held on an annual basis. Various agencies including social services, Pop In and the behaviour service attend and specific cases are discussed.
- The Transition Coordinator also visits the feeder primary schools on a regular basis to meet with the Year 6 teaches and see the new intake pupils.
- Year 5 students also take part in the transition process through the Outreach programme.

### *Pupils with Additional Needs*

- Pupils with additional needs as described in the Additional Learning Needs Code of Practice and the Disability Discrimination Act should be given special consideration when looking at the transition process.
- The ALN Department and pastoral team organise sessions for pupils who will need extra support to spend additional time at Prestatyn High School at the end of Year 6. The Extended Transition Programme invites these pupils to attend weekly morning sessions at the High School for several weeks. We also provide an intervention for vulnerable pupils led by Mrs C Morris.
- Pupils who are More Able and Talented are identified and some will attend the MAT sessions at Prestatyn High.
- Looked After Children are identified and Mrs Claire Turner is informed. They are supported in their transition depending on their level of need.

### *Data sharing*

- During the summer term the transition coordinator visits feeder schools to meet with Year 6 teachers and collect a pen portrait about each child. This information helps to identify pupils who will need extra transition support, be it academic, emotional or social. This information is passed on to the Deputy and Assistant HoY 7, the ALNCO, Behaviour Managers and members of the SLT.
- Pen portraits are also collected for those pupils who are not in our traditional feeder schools. The transition coordinator either visits the schools or communicates with the Year 6 teacher via telephone / email.
- Effective transition is supported through key information that is sent through about each pupil through the Common Transfer File (SIMS), data collection form, parental questionnaire, medical needs information, record cards and Key Stage 2 results.

### *Future Developments*

- The Transition policy is monitored and evaluated through the School Development Plan
- Information for parents

### *Links to Other Policies*

*Moving On.....Effective Transition from Key Stage 2 to Key Stage 3: Estyn Jan 2004*

*Moving On.....Improving Learning - Effective Transition from Key Stage 2 to Key Stage 3: Estyn July 2004*

*Bridging the Gap: ACCAC Nov 2004*

Prestatyn High School Behaviour Policy, including anti-bullying strategies

Prestatyn High School Admissions policy

Equal Opportunities policies

SEN policies

Able and Talented policy

### **Provision for Regular Review of the Transition Policy**

The Transition policy for Prestatyn High School is ratified by the School's Governing body and reviewed on an annual basis.

