

Transition at Llangewydd Junior School

Transition Policy

Date	Review Date	Co-ordinator	Nominated Governor
February 2025	February 2027	Mrs K Green	Micky Dixon

This policy will outline the procedures and support systems in place to help pupils move smoothly from one stage of their education to another. This can include transitions between classes and schools.

Purpose & Objectives

- Ensuring pupils feel supported, confident, and well-prepared for their next stage of education.
- Reducing anxiety and improving student well-being during transitions.
- Promoting academic continuity and progression.

Types of Transitions Covered

- **Internal transitions** (e.g., moving from one year group to another).
- **Phase transitions** (e.g., primary to secondary school).
- **External transitions** (e.g., moving to a new school or country).
- **Transitions for vulnerable groups** (e.g., students with special educational needs, looked-after children, or those with English as an additional language).

Roles & Responsibilities

- Teachers and support staff assisting in transition programs.
- Senior leadership team overseeing policy implementation.
- Parents and carers being actively involved in the process.
- Pupils being encouraged to take an active role in their own transition.

Monitoring & Evaluation

- Gathering feedback from pupils, parents, and teachers on transition effectiveness.
- Reviewing and updating transition strategies regularly.
- Identifying and addressing any challenges that arise during transitions.

Within our cluster of schools there is a clear transition plan identifying key dates throughout the year for pupils to attend their feeder schools.

We essentially have four aspects to manage:

- Mainstream pupils transitioning into year 3
- Non-mainstream pupils transitioning into year 3
- Mainstream pupils transitioning out of year 6
- Non-mainstream pupils transitioning out of year 6

Mainstream pupils transitioning into year 3

The vast majority of our Year 3 pupils are from Cefn Glas Infant School and Bryntirion Infant School. We necessarily have very close ties with both schools. Year 2 pupils from both schools have their first exposure

to our school when they attend a Christmas concert rehearsal. In the Spring term parents of Year 2 pupils are invited to a 'Welcome Meeting' with the Headteacher and are given the opportunity to visit classrooms. Infant schools are welcomed to come along to our Eisteddfod Day and share some of the winning performances and our Head boy/girl visit feeder Infant Schools to share stories on World Book Day. In the summer Year 2 pupils spend the morning in Llangewydd with their new teachers. Shortly after this visit, our nominated teachers for year 3 (of the following year) meet with the current year 2 class teachers. They may do so on several occasions with the primary purpose being, to establish the needs of each child as an individual and to develop a picture of the needs of the year group as a whole. We then invite pupils with additional needs to the school under our 'Helping Hands' approach; the aim here is to provide extra support for those who need it. Following this, on the cluster transition day, in early July, all year 2 pupils come up for the day to spend time with their class teacher of the following year. By now CTF's should have been transferred and just before the end of term we will request the 'My Concern' safeguarding information, which is sent across electronically. We will receive, via our shared cluster drive, relevant information related to each pupil and the assessment data relevant to each feeder school.

Non-mainstream pupils transitioning into year 3

The admission process is overseen by the Inclusion Service, with whom we have very close ties. Often a few pupils come to us from the observation class in Bryntirion Infant School although not always. Any pupil coming to us is invited to attend our school for a day with support from the existing school. Where practicable, both the class teacher of our communication base and the class teacher from the LRC will go to the donor school to meet with the current class teacher to discuss the pupil's needs. Parents of pupils with extra needs often ask to visit our school and they are welcome to do so.

Mainstream pupils transitioning out of year 6

In addition to the activities in the cluster transition plan, throughout the year teachers from BCS visit Llangewydd to complete transition activities. Towards the end of the year, the head of year 7 for the following year will meet with all three of our year 6 teachers to assess the needs of our pupils and how best they can be met. These meetings are also attended by our ALNCo. to further support the process. Prior to this we meet with the BCS wellbeing lead to identify pupils for the 'Helping hands' programme of three escorted visits to BCS and a parental visit to BCS. CTF's are transferred in good time and information is shared through the cluster transition drive and the digital 'My Concern' transfer in readiness for year 7. The DHT of our school will have many conversations with the ALNCo. of BCS regarding our highest tariff pupils/families; these conversations are fundamental to the needs of these pupils.

Non-mainstream pupils transitioning out of year 6

Again, the process of admission (or allocation) is overseen by the Inclusion Service. All our pupils visit the receiving school on escorted trips. All pupils are discussed between our staff and the receiving staff. The PCP process supports the transition and the IDP's are fully shared and explained.

Approved: February 2025 by the full G.B