

*St. Joseph's Catholic School & Sixth Form Centre*  
Ysgol Gatholig San Joseff

## **Primary to Secondary Transition Policy**

**2014 - 2016**



**Transition Policy agreed by Governors:**

**Signed by Chair .....** *Date.....*

**Policy due for review: Summer Term 2016**

## Primary - Secondary Liaison & Transition Policy

*'I have come that they may have life, and have it to the full.'* John 10:10

St Joseph's Catholic School & Sixth form Centre is an 11-18 mixed voluntary aided comprehensive school with around 730 pupils. It serves Catholic and other families with Neath Port Talbot County Borough Council as well as a minority from neighbouring authorities. St Joseph's draws students from all kinds of cultures and backgrounds and is indeed truly comprehensive community.

St Joseph's forms a cluster with the following primary partner schools:

- St Joseph's Catholic Primary School, Neath
- St Therese's Catholic Primary School, Sandfields
- St Joseph's Catholic Junior School, Port Talbot
- St Joseph's Catholic Infant School, Port Talbot

Strong links have been established with all schools and all participate in the Cluster Meetings and the Induction Programme (Transition week). Regular Cluster Meetings take place at St Joseph's involving all relevant and designated staff.

St Joseph's also draws students from St Joseph's Catholic Primary School, Clydach, which is situated in the City & County of Swansea. Transition work also takes place to ensure effective transition of these students.

### Process

The **Governing Body** ensures that there is a policy for Transition from Key Stage 2 and Key Stage 3.

The **Headteacher** ensures:

- There is a planned Transition Programme available.
- There is a joint Transition plan with the primary schools.

The **Transition Coordinator** responsible for Primary - Secondary liaison:

- Arranges and manages the co-ordination of transition activities
- Ensures pastoral links allow for the sharing of information on attainment/attendance/behaviour for individual pupils.
- Formulates Transition Plans in partnership with primary schools.

The Transition Coordinator is Mr L. Dean.

### Aims of liaison:

- To foster the common bond of the Catholic faith which exists between the schools by helping pupils develop their relationship with Jesus Christ.
- To develop sound working relationships through effective communication;
- To promote and develop a positive ethos and shared values for the benefit of pupils, staff, parents and others;
- To produce an outline Cluster Plan on an annual basis;
- To ensure that the skills, knowledge and understanding gained in the primary schools are built on and developed at Key Stage 3;
- To help to raise standards;

- To increase pupils' confidence and self-esteem;
- To improve motivation and commitment;
- To ensure pupils are well prepared for the transfer and made to feel happy and secure in their new school.
- To inform and consult parents and their children about arrangements so that they can help the children make a successful start.

#### **Regular Cluster meetings take place to:**

- Manage all aspects of liaison between the schools in the cluster.
- Disseminate information.
- Foster and develop joint activities.
- Support programmed developments in Primary/ Secondary sectors which encourage familiarity with subject related content and methodology e.g. *literacy and numeracy*.
- Enable subject specific liaison to take place.
- Establish procedures for assessing attainment at transfer.
- To identify the nature and content of records to accompany pupils at transfer.

#### **Familiarisation Strategies**

We aim to provide, within a caring atmosphere, a balanced and coherent range of interesting and structured educational experiences which take account prior learning and the individual needs of pupils:

- Transition and taster days at St Joseph's throughout the year for Year 5 and Year 6 pupils.
- Year 6 cluster primary and preferred placement pupils attend information and taster days
- Year 6 pupils complete a Transition Programme which incorporates a curriculum day a pastoral day, an activity day (extra-curricular led by Sixth Formers) and a family Mass.
- Parents visits to St Joseph's
- Open Evening - Autumn Term (pupils included)
- Invitations to school productions for feeder-primary pupil
- Welcome Mass – Autumn Term of Year 7.

#### **Contact**

Through regular Headteacher cluster meetings, visits by the Transition Coordinator, transition team and ALN/SEN Coordinator, primary schools share information about pupils' progress, achievement and attainment in the primary school in order to inform future planning and expectations in Year 7.

As part of pastoral links the ALN/SEN Coordinator makes visits to primaries to construct information on individual pupils during the year. During the INSET day at the start of September this information is shared with the whole staff. Where secondary teachers know about pupils' strengths and weaknesses, they can plan work that builds on what pupils already know and can do, and address any identified weaknesses. Child protection issues are sometimes communicated through this process.

#### **Review and Evaluation**

It is essential that strategies for Primary-Secondary Liaison and Transition are constantly reviewed and evaluated to ensure they are effective. This will be done on an annual basis in conjunction with the Headteacher and the Transition Coordinator.

St Joseph's is committed to establishing strong links with our Primary Cluster Schools. We aim to improve continuity and progression for all pupils as they move from primary school to the secondary sector.