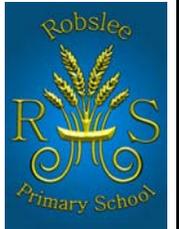


Progress Report on Transition Arrangements: Giffnock Primary and Robslee Primary

August 2012 to January 2013

- The transition plan attached for 2012-2013 is a working document. The plan continues to be regularly updated to reflect the views of all stakeholders and progress continues to be monitored.
- Free transport is being provided for six families who have children at both Robslee and Giffnock Primary Schools. The arrangement is operating effectively.
- The reduction in places at Giffnock Nursery Class has greatly improved the traffic management around Giffnock School.
- The management team have remits and responsibilities across both sites. They are highly visible in both campuses and have established very good relationships with staff, pupils and parents.
- The deployment of teaching staff across both sites this session has been very positively received by pupils and parents. It has had a positive impact on relationships and the confidence of pupils and parents.
- The staff continue to demonstrate a strong commitment to uniting both school communities. They work very well as a team and welcome opportunities to share practice, exercise leadership through their involvement in working groups at school and cluster level and through their participation in professional dialogue and professional development activities. All staff are members of the Teacher Learning Community and are positive about impact of the Tapestry partnership project on the development of learning, teaching and assessment.
- The transition plan details a wide range of preparations being put in place in order to realise the educational benefits. For example:
 - The wide range of joint opportunities that continue to be provided for the children to work collaboratively to enhance their learning and further improve the relationships established. The learning of pupils is regularly reported in school newsletters and demonstrated at school events and performances.
 - The planned opportunities to seek the views of pupils and parents and act upon on those views. For example, P2 and P3 children's views on the transition arrangements and parents' views on homework.
 - The curricular development work being undertaken in the areas of reading, numeracy, ICT and science in order to improve further children's experiences and staff practice in planning learning, teaching and assessment.
- The joint parent council supports the implementation of the transition plan very well. They are very committed to working in partnership with the head teacher, school staff and transition steering group to unite the school communities and ease the transition. The parent council has organised a range of joint social events for pupils and parents and agreed their fundraising efforts will support the playground improvements. Members of both the parent council and transition steering group are active partners in the homework working group.
- The Education Department will continue to support the transition arrangements and the union of the school communities. The senior management team, Quality Improvement Manager and the Transition Steering Group will continue to meet on a regular basis to make improvements to the transition arrangements, respond to feedback from stakeholders, plan further activities and steps to ease the transition and provide support to pupils, staff and parents as appropriate.



United School

Transition Plan and Progress 2012 – 2013

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
August	<ul style="list-style-type: none"> • Primary 7 children at Safety in the Park. • Joint Pr. 7 Charity Committee formed. • Primary 5 children both campuses work on Travelling Green project. • All children Primary 1 to 7 create identity collage to share with classmates. • New children matched with peer buddy. • Primary 2 and 3 children complete a post transition questionnaire. • Pr. 6 children receive Playzone training from Active School's Co-ordinator and devise a programme of playground activities. 	<ul style="list-style-type: none"> • Collegiate agreement in place. • Management remits and quality assurance calendar in place. • Staff provided with opportunities to plan and teach across both campuses on a regular basis. • Joint August in-service days programme. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Joint PSA training for diabetes. • Staff survey on ICT skills. Staff development programme devised and team teaching timetable prepared (August – March 2013). • Weekly Management Team meetings throughout the year. 	<ul style="list-style-type: none"> • Responsible User launch – internet safety lessons for all classes. • Joint teacher learning community (Year 2) to include all staff. • Cluster working group developing local assessment material in Literacy, Numeracy, and Health & Wellbeing. 	<ul style="list-style-type: none"> • Nursery hours changed. • Appoint new JRSOs and raise the profile of the Travel Plan. • School transport in place for families with siblings at both campuses. 	<ul style="list-style-type: none"> • United school Newsletter issued. • Parent Councils from both schools merge to form United School Council. • Continue SMT weekly drop in sessions: Robslee Thursday & Giffnock Friday. • School websites updated and on Glow.
Progress	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 1 and 2, P2 and P3 transition questionnaire and summary of the results. • See Appendix 3, Games Zones established. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendices 4 & 5, Management Remits and Quality Assurance Calendar. • See Appendix 6, August In-service Programme. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendices 7 & 8, Staff Development Programme and Year Planner. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 9, August Newsletter.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
September	<ul style="list-style-type: none"> • Joint Educational Psychologist programme and JST timetable established. • First United School JST, 18.09.12. • Primary 7 Charity Committee: children from both campuses meet to plan Harvest service. • Children receive visits from school chaplains prior to Harvest Service. • Primary 4 Fitness festival. • Joint reading enterprise project. Primary 5 across both campuses audit children on content of class and school library. • After school / extra-curricular co-ordinators meet to planer school programme for the session. 	<ul style="list-style-type: none"> • Staff (Pr. 3 to 7) released to work together) to develop reading comprehension materials for new texts purchased. • Stage / departmental meeting. • DHT posts job-sized to reflect remit across both campuses. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. 	<ul style="list-style-type: none"> • SMT leading professional dialogue meetings: Target Setting and Forward Planning. • Wide range of reading texts purchased and graded according to text level difficulty. • Joint teacher learning community (Year 2) to include all staff. 	<ul style="list-style-type: none"> • Contact Roads Service regarding additional crossing patrol. • Health & Safety: Fire Guidelines consistent across both campuses. • Health & Safety and Fire Risk Assessment visit. • Transport & car park risk assessment. 	<ul style="list-style-type: none"> • Re-convene Transition Steering Group: evaluate progress and agree next steps, 17.09.12. • Meet the Teacher meetings – both campuses, 13.09.12. • United school Newsletter issued. • Curriculum workshops for new Primary 1 parents. • SMT ‘drop-ins’: Thursday at Robslee PS and Friday at Giffnock PS. • First joint Parent Council meeting. • Parent Council drop in for the wider parent forum in both campuses to seek their views.
Progress	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • £7000 provided by the Education Department to purchase additional reading texts. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • See Agenda and Minute of Transition Steering Group, Appendices 10 and 11. • See Appendix 12, Meet the Teacher invitation. • See Appendix 13, September Newsletter.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
October	<ul style="list-style-type: none"> • Joint Harvest Service, 11.10.12. • Primary 4 – 7 children attend Theatre workshop on 'Cinderella'. • Joint Hallowe'en discos. • Author visit to both campuses. 	<ul style="list-style-type: none"> • Joint in-service day programme. • Designated 'science champions' attend three day in-service training. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Cluster Numeracy meeting. • Nurturing approach training for support staff. 	<ul style="list-style-type: none"> • Quality assurance visits across both campuses: Literacy. • Reading working party established with remit of producing joint reading policy. • Joint teacher learning community (Year 2) to include all staff. 	<ul style="list-style-type: none"> • Refurbishment to nursery classes. • Meet D. Leask, QIO regarding possible adaptations to Giffnock building and playground. • Proposal for adaptations to school playground drawn up. 	<ul style="list-style-type: none"> • Joint Harvest Service, 11.10.12. • United school Newsletter issued. • Transition Newsletter issued. • Parent Council organise joint Hallowe'en discos. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Transition Steering Group meeting on 25.10.12. • SPTC Training for Parent Council on arrangements for merging at meeting on 8.10.12.
Progress	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 14, October In-service Programme. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • Refurbishment of the 2 nursery playrooms completed: painting, flooring and units installed. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 15, October Newsletter. • See Appendix 16, Transition Newsletter. • See Agenda and Minute of Transition Steering Group, Appendices 17 and 18. • See Appendix 19, feedback on SPTC Training for Parent Council.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
November	<ul style="list-style-type: none"> • Primary 5 St Andrew's Event. • Primary 7 Design Challenge at WFH. • Joint visit with Pupil Council representatives and the Director of Education. • ERC Anti-bullying launch – children from both campuses attend together. • Library audit completed by Primary 5. Book order submitted for central and class library areas. • HT worked with all children to identify core school values. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Cluster Literacy and Health & Wellbeing working groups. • Science Champions meeting to plan next steps. • Reading working party – staff guidelines completed. • Launch of staff reading guidelines. • Support for Pupils working established with staff across both campuses. • Primary 6 & 7 staff trained on teaching resilience. 	<ul style="list-style-type: none"> • Support for Pupils working party established with a remit of producing a joint policy. • Parents, children and staff views sought regarding homework. • Professional dialogue meetings – pupil tracking / target setting. • Joint teacher learning community (Year 2) to include all staff. 		<ul style="list-style-type: none"> • Parent and Teacher Interviews, 7.11.12 & 8.11.12. • United school Newsletter issued. • Parent Council sub-group on Homework established. • Homework drop-in to seek the views of parents. • Parental homework questionnaire devised and issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Council views on content of school handbook sought. • Parent Council Ladies Night.
Progress	<ul style="list-style-type: none"> • Tasks completed. • See Appendices 20 & 21, core values wordles created by pupils in both campuses. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Funding granted to replace railings. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 22, November Newsletter. • See Appendix 23, Homework questionnaire issued to see the views of the parent forum.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
December	<ul style="list-style-type: none"> • Christmas parties Nursery to Primary 7. • Primary 4 – 7 children form audience for Nursery to Primary 3 Nativity. • Nursery to Primary 3 attend 'Dick Whittington' theatre production. • Primary 4 – 7 attend 'Sleeping Beauty' theatre production. • Primary 6 & 7 complete questionnaire with Educational Psychologist to provide resilience baseline. • Children form part of cluster choir and perform at cluster concert. • Primary 7 children attend cluster Ceilidh. • Primary 7 children attend Christmas lunch. • United school JST, 18.12.12. • Carol service – Robslee campus. • Christmas service – Giffnock campus. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Cluster ASN co-ordinators meeting. • Cluster Numeracy Assessment Resource (1st and 2nd level) produced and piloted across both campuses. • Cluster Literacy Assessment Resource (Early, 1st and 2nd level) produced and piloted across both campuses. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. 		<ul style="list-style-type: none"> • United school Newsletter issued. • Giffnock and Robslee handbooks produced – electronic and hard copies. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Pupil's literacy work issued home across both campuses. • Carol service – Robslee campus. • Christmas service – Giffnock campus. • Enrolment notices displayed within schools and community. • Parent Council Christmas Fayre.
Progress	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Funding granted for the extension to the playground. Work due to commence January 2013. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 24, December Newsletter.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
January	<ul style="list-style-type: none"> Primary 4 Burns' Recital. Launch of teaching resilience skills – Pr. 6 & 7. 	<ul style="list-style-type: none"> Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. 	<ul style="list-style-type: none"> Joint teacher learning community (Year 2) to include all staff. Professional dialogue – reviewing teacher plans. Science Champions to develop broad planners. 	<ul style="list-style-type: none"> Transition Steering Group members to visit other schools to gather ideas for playground development. Worked to start on extension to playground. 	<ul style="list-style-type: none"> United school Newsletter issued. SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. Transition Steering Group meeting on 17.01.13. Homework working party collate parental questionnaire responses.
Progress	<ul style="list-style-type: none"> Tasks completed. 	<ul style="list-style-type: none"> Tasks completed. 	<ul style="list-style-type: none"> Tasks completed. 	<ul style="list-style-type: none"> Tasks completed. It was agreed that the focus of the Transition Steering Group and pupil enterprise project for session 13 / 14 would be playground improvements. Work on the extension to the playground commenced. 	<ul style="list-style-type: none"> Tasks completed. Parent Council agreed to fully support the Transition Steering Group by fundraising for playground improvements. See Appendix 25, January Newsletter. See Appendices 26 and 27, Transition Steering Group Agenda and Minute.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
February	<ul style="list-style-type: none"> • Primary 5 Netball festival. • Parent Council – adventure course fundraiser for both campuses. • Primary 7 Cross-country event. 	<ul style="list-style-type: none"> • Joint in-service day programme – Science. • ‘Science champions’ two days in-service training. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Maths Champions training. 	<ul style="list-style-type: none"> • Quality assurance visits across both campuses: Numeracy. • Numeracy working party established to review learning and teaching approaches and advice of Maths Champions. • Joint teacher learning community (Year 2) to include all staff. • Standardised testing – Primary 3, 5 and 7. 		<ul style="list-style-type: none"> • Class blog posted. • United school Newsletter issued. • SMT ‘drop-ins’: Thursday at Robslee PS and Friday at Giffnock PS. • Transition Steering Group meeting on 21.2.13.
March	<ul style="list-style-type: none"> • Primary 6 Tartan Event. • Class libraries updated to reflect pupil choice. • Cluster athletics festival. • United school JST, 19.03.13. • Primary 7 participate in BBC Reporting Day, 21.03.13. • Easter services. • Parent Council Spring Disco. • Cluster Netball Festival. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Maths Champions further training. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. • Professional dialogue – pupil tracking / target setting. 		<ul style="list-style-type: none"> • United school newsletter issued. • Transition Newsletter issued. • Parent and Teacher interviews, 20.03.13 and 21.03.13. • SMT ‘drop-ins’: Thursday at Robslee PS and Friday at Giffnock PS. • Pupil Numeracy work sent home to parents. • Easter services.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
April	<ul style="list-style-type: none"> • Formation of playground improvement steering group. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Stage / Departmental meetings. • Formation of playground improvement steering group. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. • Professional dialogue – forward planning. 	<ul style="list-style-type: none"> • Formation of playground improvement steering group. 	<ul style="list-style-type: none"> • United school Newsletter issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Council Car Boot sale. • Formation of playground improvement steering group.
May	<ul style="list-style-type: none"> • Primary 4 – 7 show at Eastwood Theatre. • Pupil Council meeting with the Director of Education. • Planning day for playground improvement project. 	<ul style="list-style-type: none"> • Joint in-service day programme. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Cluster Health & Wellbeing working party. 	<ul style="list-style-type: none"> • Joint School Improvement Plan and S & Q report produced for session 2013-14. • Quality assurance visits across both campuses: ICT. • Joint teacher learning community (Year 2) to include all staff. • Planning day for playground improvement project. 		<ul style="list-style-type: none"> • Primary 4 – 7 show at Eastwood Theatre. • United school Newsletter issued. • Transition Newsletter issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Health & Wellbeing event, 08.05.13. • Planning day for playground improvement project.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
June	<ul style="list-style-type: none"> • Primary 1 Induction – 6.6.13. • Primary 1 Induction Lunch – 10.6.13. • Nursery Induction – 12.6.13. • Sports day – Robslee Campus, 7.6.13 and Giffnock Campus, 14.6.13. • Primary 7 Leaving Dance / Ceilidh. 19.6.13. • Children meet new class and their teacher – 17 & 18.6.13. • Woodfarm HS induction days – 20 and 21.6.13. • Class blog posted. • Summer services – Robslee Campus, 25.6.13 and Giffnock Campus, 26.6.13. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. 		<ul style="list-style-type: none"> • United school Newsletter issued. • Class blog posted. • Pupil progress reports issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Sports day – Robslee Campus, 7.6.13 and Giffnock Campus, 14.6.13. • Summer services – Robslee Campus, 25.6.13 and Giffnock Campus, 26.6.13.