

## **Progress Report on Transition Arrangements: Giffnock Primary and Robslee Primary**

### **January 2012**

- During the period 29 September 2011 to 17 November 2011, the Head Teacher of Giffnock Primary, the Acting Head Teacher of Robslee Primary and a Quality Improvement Manager met every Thursday to consider and plan the management of the transition process. The Head Teacher of Giffnock Primary returned from maternity leave on Monday 21 November 2011 and assumed leadership of both school communities from January 2012.
- The transition plan attached is a working document and is regularly updated to reflect the views of all stakeholders and progress is monitored.
- The educational benefits are yet to be fully realised. However, the transition plan details the preparations being put in place in order for these to be overtaken. For example,
  - The joint opportunities provided to date for the children have enhanced their learning and helped initiate relationships with new peers.
  - A team approach has been taken to joint planning of literacy, numeracy and enterprise projects across the stages and sites. From January 2012, pupils will study the same enterprise projects with opportunities for pupils to share their learning.
  - The Head Teacher has led professional dialogue meetings with staff in both sites with a focus on learning, teaching and attainment and the setting of appropriate targets for learners.
- In addition to the progress recorded on the transition plan, the following steps have been taken:
  - In response to the traffic management report, the Roads section of the Environment Department has raised kerbs, reinforced line painting and installed bollards around the corners of Academy Road.
  - In October, the Education Department took a paper to the Education Committee about the part relocation of pre-five nursery places from Giffnock Nursery Class and conducted a consultation. Depending on the outcomes of the nursery consultation (a report will go to Education Committee in March 2012) and subject to resources being made available, works have been agreed with the head teacher to reinstate the former nursery playrooms at Giffnock Primary as primary classrooms and associated improvements to the smaller nursery provision.
  - With the phased transfer, it was noted that there are a few parents who will have children attending both Robslee and Giffnock Primary School for session 2012/13. It was agreed that such parents could choose for their older child(ren) to remain with his/her peer group in Robslee Primary, or transfer their older child(ren) to Giffnock Primary along with his/her younger sibling(s) for the start of the session in August 2012.

On 12 December 2011, the Director of Education wrote to all families identified as one of those affected by the changes to the admission arrangements (Appendix 16). Parents were offered the opportunity to transfer their older sibling(s) earlier so that their children could attend Giffnock Primary from the start of session August 2012. He has agreed to the 4 requests received and advised the affected families of his decision.

- At East Renfrewshire Council's Cabinet meeting on 14 December 2011 (Appendix 13), approval was given by elected members to spend additional resources in the financial year 2011/12 to commence the improvement works at Giffnock Primary. In total around £200k of

works will be undertaken at Giffnock Primary. The improvement works started in January 2012 and include re-decoration and minor fabric repairs; refurbishment of toilets; areas of re-flooring; new suspended ceilings and lighting; the provision of electronic interactive whiteboards to classrooms which presently are not fitted with such technology. The extent of the additional works made available in future years will depend on the Council's financial settlement.

The Head Teacher has also been assigned resources to improve furnishings e.g. blinds, pupil desks and chairs, dining furniture.

- The senior management team and the Quality Improvement Manager will continue to meet on a regular basis to make improvements to the transition arrangements following feedback from stakeholders, plan further activities and steps to ease the transition and provide support to pupils, staff and parents.

**Giffnock and Robslee Primary  
Transition Plan Progress: Session 2011 - 2012**

| Date     | Children  | Staff   | Parents  | Traffic Management and Building   | Learning and Teaching | Other  |
|----------|---|---|--|---|-----------------------|--|
| Sept.    |   |   | <ul style="list-style-type: none"> <li>• Invite parents to join SG – 03.10.11.</li> </ul>  | <ul style="list-style-type: none"> <li>• Meet with D. Leask to discuss new travel plan.</li> </ul>                    |                       |  |
| Progress |   |   | <ul style="list-style-type: none"> <li>• Task completed.</li> </ul>  | <ul style="list-style-type: none"> <li>• Task completed.</li> </ul>   |                       |  |
| October  | <ul style="list-style-type: none"> <li>• Acting HTs to brief pupils on transition timeline – 24.10.11.</li> </ul> | <ul style="list-style-type: none"> <li>• Acting HTs to share with staff transition plan / timeline and seek views to further inform plan – inset day 3 – 14.10.11.</li> <li>• Cluster working.</li> </ul> | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> meeting of united SG to share plan and seek views to further inform plan. Discuss remit – 13.10.11 @ 9 a.m. WFH.</li> <li>• SG meeting – 27.10.11 – share views to further inform plan.</li> </ul> | <ul style="list-style-type: none"> <li>• Meet F. Morrison and D. Leask re plans for building improvements.</li> </ul> |                       | <ul style="list-style-type: none"> <li>• Sharing year calendar – traditions / events – October.</li> </ul> |
| Progress | <ul style="list-style-type: none"> <li>• Task completed.</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff views sought – see Appendix 1.</li> </ul>  | <ul style="list-style-type: none"> <li>• Minutes of Steering Group meetings – Appendices 2 and 3.</li> <li>• Remit of the steering group – Appendix 4</li> <li>• Views of parent forum – Appendix 5.</li> </ul>  | <ul style="list-style-type: none"> <li>• Initial meeting took place.</li> </ul>                                       |                       | <ul style="list-style-type: none"> <li>• Task completed.</li> </ul>  |

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|----------|---|---|---|---|-----------------------|-------|
| November | <ul style="list-style-type: none"> <li>• HT to meet with both Pupil Councils and seek views to further inform plan – 3.11.11.</li> <li>• Link teachers to meet with Active 8 Co-ordinator and plan programme of cluster events – 28.11.11.</li> </ul> | <ul style="list-style-type: none"> <li>• Cluster working.</li> <li>• Joint Teaching and Learning Communities working group – initial meeting 24.11.11 @ 3.30 p.m. (Robslee site).</li> <li>• Issue transitions newsletter.</li> </ul> | <ul style="list-style-type: none"> <li>• SG meeting – 24.11.11.</li> <li>• Issue transitions newsletter.</li> <li>• HT to provide progress update on transition plan to Parent Councils.</li> </ul> |   |                       |       |
| Progress | <ul style="list-style-type: none"> <li>• Pupil views sought – Appendix 6.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tasks completed.</li> <li>• November Transition Newsletter – Appendix 7.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tasks completed.</li> <li>• Agenda and minute of Steering Group – Appendices 8a and 8b.</li> <li>• November Transition Newsletter – Appendix 7.</li> </ul> | <ul style="list-style-type: none"> <li>• Education and P&amp;TS staff developed programme of building improvement works including project packages and timescales.</li> </ul> |                       |       |

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|----------|--|---|--|--|---|---|
| December | <ul style="list-style-type: none"> <li>• Cluster P7 Ceilidh at Woodfarm HS – 16.12.11 @ 1.15 p.m.</li> <li>• Primary 1 &amp; 2 children from Giffnock to form part of audience for Robslee nativity.</li> <li>• Primary 1 and 2 Robslee pupils take part in Circus Workshops at Giffnock site, have a tour of school and join interval – 7.12.11.</li> </ul>                     | <ul style="list-style-type: none"> <li>• HT to meet individually with Management team members regarding remits – 1.12.11.</li> <li>• Joint collegiate planning meeting – 1.12.11 (Giffnock Site).</li> <li>• SMT meeting – 08.12.11.</li> <li>• Cluster working.</li> <li>• Joint Teaching and Learning Communities working group – meeting 2.</li> </ul> | <ul style="list-style-type: none"> <li>• SG meeting – 13.12.11.</li> <li>• Tea and Tour of Giffnock PS – 5-7pm on 13.12.11.</li> <li>• HT to provide progress update on transition plan to Parent Councils.</li> </ul>   | <ul style="list-style-type: none"> <li>• Meet F. Morrison and D. Leask re plans for building improvements – 19.12.11.</li> </ul>   | <ul style="list-style-type: none"> <li>• Transition meetings – Pre-5 establishments.</li> </ul>   | <ul style="list-style-type: none"> <li>• Sharing information: Resources, Handbook, Website.</li> <li>• School handbook produced.</li> </ul> |
| Progress | <ul style="list-style-type: none"> <li>• Pupils participated in Ceilidh and Circus performance and workshop.</li> <li>• Due to inclement weather Giffnock children unable to attend Robslee Nativity. The performance was videoed for viewing at a later date.</li> <li>• P1 views on circus performance and workshop in December Transition Newsletter – Appendix 9.</li> </ul> | <ul style="list-style-type: none"> <li>• Tasks completed.</li> <li>• December Transition Newsletter – Appendix 9.</li> <li>• Joint collegiate agreement and revised collegiate programme from January to June 2012 – Appendix 10.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tasks completed.</li> <li>• Agenda and minute of Steering Group – Appendices 11a and 11b.</li> <li>• Tea and Tour invitation in November Transition Newsletter – Appendix 7.</li> <li>• Attendance list at Tea and Tour – Appendix 12.</li> <li>• December Transition Newsletter – Appendix 9.</li> </ul> | <ul style="list-style-type: none"> <li>• See ERC Cabinet paper for detail of building improvement works – Appendix 13. HT also assigned resources to improve furnishings e.g. blinds, pupil desks and chairs, dining furniture.</li> </ul> | <ul style="list-style-type: none"> <li>• Task completed.</li> <li>• In addition, overview and broad skills planners developed to support the health and wellbeing of all pupils. Resilience and dealing with worries training planned for staff.</li> </ul> | <ul style="list-style-type: none"> <li>• Tasks completed.</li> </ul>  |

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|----------|---|--|--|---|---|--|
| January  | <ul style="list-style-type: none"> <li>Pr. 1 enrolment – at Giffnock site – 16-20.1.12, PM.</li> <li>HT pupil forums in both sites to seek views – wk beg 23.01.12.</li> <li>Joint Burns' Supper Pr. 6 &amp; 7, Giffnock site on 25.01.12 including tour of school and joint interval.</li> <li>Children learning through joint enterprise projects across the stages and sites.</li> </ul> | <ul style="list-style-type: none"> <li>HT to be timetabled in both sites.</li> <li>Weekly management meetings between school leaders timetabled.</li> <li>Joint enterprise projects across the stages – staff to be released to plan collegiately – wk beg 16.01.12.</li> <li>Cluster working.</li> <li>Joint Teaching and Learning Communities working group – meeting 3.</li> <li>DHTs to meet with D Leask re travel plan – 23.1.12.</li> </ul> | <ul style="list-style-type: none"> <li>SG meeting – 26.01.12.</li> <li>SMT available for weekly parent drop-ins – Thursday a.m. Robslee site &amp; Friday a.m. Giffnock site.</li> <li>SMT drop-in for parents to discuss individual children – 17.1.12, Robslee PS 9-11am &amp; Giffnock PS 1-3pm.</li> <li>HT to provide progress update on transition plan to Parent Councils.</li> </ul> | <ul style="list-style-type: none"> <li>Joint JRSO meeting to review travel plan and investigate safe routes to school.</li> </ul>   | <ul style="list-style-type: none"> <li>HT to lead target setting / professional dialogue meetings in both sites.</li> <li>Opportunities for joint planning in literacy and numeracy to be created across Early &amp; First Levels.</li> <li>Joint Extended Support for Pupils meeting.</li> </ul> | <ul style="list-style-type: none"> <li>HT to attend both JSTs.</li> <li>Enrolment notices displayed within schools and community.</li> <li>School weekly diary – posted on school websites.</li> </ul> |
| Progress | <ul style="list-style-type: none"> <li>Tasks 1-3 completed.</li> <li>HT has started to share the views of the Pupil Councils with classes and seek additional pupil views.</li> </ul>   | <ul style="list-style-type: none"> <li>All tasks completed.</li> <li>Timetable of the Head Teacher's availability in each site – see Appendix 14.</li> </ul>   | <ul style="list-style-type: none"> <li>Steering Group meeting re-arranged to 2.2.12. See Appendix 15 for agenda.</li> <li>January drop-ins attendance: Robslee PS, 1 parent and Giffnock PS, 0 parents.</li> </ul>   | <ul style="list-style-type: none"> <li>Building improvement works commenced.</li> <li>Joint JRSO meeting with school and Environment Department staff to take place on 7.2.12.</li> </ul> | <ul style="list-style-type: none"> <li>Tasks completed.</li> </ul>  | <ul style="list-style-type: none"> <li>Tasks completed.</li> </ul>   |

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|----------|--|--|--|--|---|--|
| February | <ul style="list-style-type: none"> <li>Joint Pupil Council meeting – sharing outcomes of pupil discussions.</li> <li>Visit by Eco-Committees to both sites to share ideas / tips.</li> <li>Children learning through joint enterprise projects across the stages and sites.</li> </ul> | <ul style="list-style-type: none"> <li>HT to share findings of pupil discussions.</li> <li>Team teaching across stages / sites – enterprise project.</li> <li>Joint in-service day.</li> <li>Cluster working.</li> <li>Joint Teaching and Learning Communities working group – meeting 4.</li> </ul> | <ul style="list-style-type: none"> <li>SG meeting.</li> <li>Share findings of pupil discussions.</li> <li>SMT drop-in for parents to discuss individual children – 6.2.12, 6-7pm at Robslee PS.</li> <li>HT to provide progress update on transition plan to Parent Councils.</li> </ul> | <ul style="list-style-type: none"> <li>Walk to school week.</li> </ul> | <ul style="list-style-type: none"> <li>HT to lead target setting / professional dialogue meetings in both sites.</li> <li>Opportunities for joint planning in literacy and numeracy to be created across Early &amp; First Levels.</li> <li>Joint Extended Support for Pupils meeting.</li> </ul>   | <ul style="list-style-type: none"> <li>Vision, values and aims discussed for united school.</li> </ul> |
| March    | <ul style="list-style-type: none"> <li>Joint Pupil Council meeting.</li> <li>P3, P4 &amp; P5 visit Giffnock site for tour and joint interval.</li> <li>Joint competition.</li> </ul>   | <ul style="list-style-type: none"> <li>Team teaching across stages / sites – enterprise project.</li> <li>Cluster working.</li> <li>Joint Teaching and Learning Communities working group – meeting 5.</li> </ul>  | <ul style="list-style-type: none"> <li>HT to attend Parent / Teacher interviews at both sites.</li> <li>SG meeting.</li> <li>HT to provide progress update on transition plan to Parent Councils.</li> </ul>   | <ul style="list-style-type: none"> <li>Inventory.</li> </ul>           | <ul style="list-style-type: none"> <li>HT to lead target setting / professional dialogue meetings in both sites.</li> <li>Opportunities for joint planning in literacy and numeracy to be created across Early &amp; First Levels.</li> <li>Joint Extended Support for Pupils meeting.</li> <li>SMT to meet Teaching Learning Community to discuss progress.</li> </ul> | <ul style="list-style-type: none"> <li>Vision, values and aims discussed for united school.</li> </ul> |

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|-------|--|--|--|---------------------------------|--|--|
| April | <ul style="list-style-type: none"> <li>• Showcase enterprise projects to parents – both sites.</li> <li>• Joint pupil council meeting.</li> <li>• Joint monthly assembly.</li> <li>• Glow chatrooms established between stages across both sites.</li> <li>• Pen-pals established with stage peers.</li> </ul> | <ul style="list-style-type: none"> <li>• Cluster working.</li> <li>• Joint Teaching and Learning Communities working group – meeting 6.</li> </ul> | <ul style="list-style-type: none"> <li>• Showcase enterprise projects to parents – both sites.</li> <li>• Cluster Curriculum parental workshops.</li> <li>• SG meeting.</li> <li>• HT to provide progress update on transition plan to Parent Councils.</li> </ul> |                                 | <ul style="list-style-type: none"> <li>• Joint Extended Support for Pupils meeting.</li> </ul> | <ul style="list-style-type: none"> <li>• Vision, values and aims discussed for united school.</li> </ul> |



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| <b>Month</b> | <b>Children</b>  | <b>Staff</b>  | <b>Parents</b>   | <b>Traffic Management and Building</b>   | <b>Learning and Teaching</b>   | <b>Other</b>  |
|--------------|--|---|--|--|--|---|
| May          | <ul style="list-style-type: none"> <li>• Primary 1 Induction – 24.05.12.</li> <li>• Joint Pupil Council meeting.</li> <li>• Joint monthly assembly.</li> <li>• Primary 6 pupils at Giffnock site paired with new primary 1 children (buddy system).</li> </ul>   | <ul style="list-style-type: none"> <li>• Joint inservice day.</li> <li>• Cluster working.</li> <li>• Classification – deployment of staff for session 2012/2013.</li> <li>• Joint Teaching and Learning Communities working group – meeting 7.</li> </ul> | <ul style="list-style-type: none"> <li>• SG meeting – share transition plan for 2012/2013 and seek views to further inform plan.</li> <li>• Parental involvement calendar shared.</li> <li>• HT to provide progress update on transition plan to Parent Councils.</li> </ul> | <ul style="list-style-type: none"> <li>• Identify resource needs of both sites and transfer arrangements for session 2012/2013.</li> </ul> | <ul style="list-style-type: none"> <li>• Pr. 1 Screening.</li> <li>• Classification / Transition meetings.</li> <li>• SMT to meet Teaching Learning Community to discuss next steps and inclusion in joint School Improvement Plan.</li> </ul> | <ul style="list-style-type: none"> <li>• Joint JST.</li> <li>• Vision, values and aims discussed for united school.</li> <li>• Joint School Improvement Plan and S &amp; Q report.</li> </ul> |
| June         | <ul style="list-style-type: none"> <li>• Primary 1 Induction – 14 &amp; 18 06.12.</li> <li>• Joint cluster sporting event / showcase.</li> <li>• Playday for P1-P7 wb 18.6.12.</li> <li>• Meet the Teacher / Class – 22.06.11.</li> <li>• Joint Pupil Council meeting.</li> <li>• Joint monthly assembly.</li> <li>• Day at the Park – joint outing / picnic.</li> </ul> | <ul style="list-style-type: none"> <li>• Cluster working.</li> <li>• Joint Teaching and Learning Communities working group – meeting 8.</li> </ul>  | <ul style="list-style-type: none"> <li>• SG meeting.</li> <li>• HT to share progress to date and transition plan 2012/2013 with Parent Councils.</li> </ul>  | <ul style="list-style-type: none"> <li>• Movement of resources for new session.</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Joint JST.</li> </ul>  |