



# St. Andrew's Primary School & Nursery Class



## Transition Policy



## St. Andrew's Primary & Nursery Class Transition Policy

### Definition

In this policy, '*transition*' describes the movement that takes place from one familiar setting (including the home) to another. It is defined as the process where policy and practice has been adapted to support children in settling in to their new learning environment in preparation for future learning and development.

### Aims and Objectives

We want our children to experience a smooth transition throughout their learning, so that the pace and quality of learning are maintained to ensure that children continue to make the very best progress.

### Transition from 'home' to nursery

1. Placement allocation letters issued in March
2. Identification of key workers June prior to first intake
3. Invitation to enrolment day June with information presentation from SMT
4. Tour of nursery June
5. Parents complete permissions forms
6. Children go to nursery for story time June
7. DVD of a day in the life of our nursery issued to all parents
8. Information from Health visitors passed
9. All About Me Journal completed by each child.
10. PLP's SHANNARI based completed by each parent.
11. Settling in process to meet individual needs

### Transition from Pre-School to Primary 1:

1. Please see [Appendix 1](#) for example of Planned Transition timetable for August to June
2. Throughout the pre-school year take every opportunity to forge links with Primary 1.
3. Develop a liaison calendar to support staff collaboration eg September - staff meet to plan events etc. November – staff discuss enrolment arrangements, February – staff discuss induction day arrangements, May – staff meet to discuss children's progress.
4. Throughout the year: Invite pre-school children and staff to school events eg festive occasions, assemblies, sports day, fund raising events etc.
5. Plan joint projects, active schools sessions, joint Story sack scheme, joint enterprise with P1.
6. Make visits in small groups to P1 to take part in activities.
7. Encourage infant staff to "drop in" to become familiar faces.
8. 'Buddy' pre-schoolers with P6 pupils. Take photos of buddies.
9. Use shared spaces throughout the year.
10. Invite future P1 children to end of theme presentations.
11. At enrolment, ensure that the transition programme accommodates all children (from home; child-minders; all pre-school providers).
12. Talk and listen to the children about their expectations of school.
13. Create a DVD to give to children about a day in the life of P1
14. Make sure the children meet all the staff who will be involved with them.
15. Provide opportunities for parents/carers to visit the new setting with their child.
16. Meet with parents and staff to share curriculum and practical information.
17. Ensure time for teachers to listen to and observe children in the pre-school setting.
18. Ensure time for staff to share Personal Learning Portfolios.
19. Plan for specific induction days.
20. Support children at playtimes and mealtimes etc.
21. Hold information evening for parent/carers of children within Early Level, (CfE).
22. Display children's prior work in their new setting.
23. Plan a settling-in period to allow children to develop confidence in their new environment.
24. Release a member of pre-school staff when possible to support children in P1 on first day/s.
25. Plan 'Stay and Play' sessions.
26. Graduation/Show in June



### **Transition from Stage- Stage**

1. SMT Monitoring and Tracking reviewed
2. Class teacher Monitoring and tracking sheets reviewed
3. Class teacher forward plan evaluations reviewed
4. PLP reviewed

### **Transition from Class to class**

1. Transition information sheet
2. Jotters passed and held for Term 1
3. SMT Monitoring and Tracking reviewed
4. Class teacher Monitoring and tracking sheets reviewed
5. Class teacher forward plan evaluations reviewed
6. PLP reviewed
7. Class to visit new teacher and class in June
8. Parent/guardians lettered about new classes in June

### **Transition to another School**

1. SMT Monitoring and Tracking reviewed
2. Class teacher Monitoring and tracking sheets reviewed
3. Transfer document completed (**Appendix 2**)
4. Seemis update
5. PPR's transferred
6. Jotters sent
7. SMT to contact receiving school with verbal report
8. Child to receive Goodbye & Goodluck certificate and gift

### **Transition from P7 - Secondary**

1. Transition meeting with St. Margaret's
2. Transition Timetable agreed (example in **Appendix 3**)
3. Personalised support meetings
4. High school PC3 & SP2 form completed in January
5. Transition dates agreed for children going to high schools other than St. Margartets
6. All PPR's to be sent last week in June
7. Overview of needs sent
8. Graduation Mass, ceremony and Dance

### **Summary**

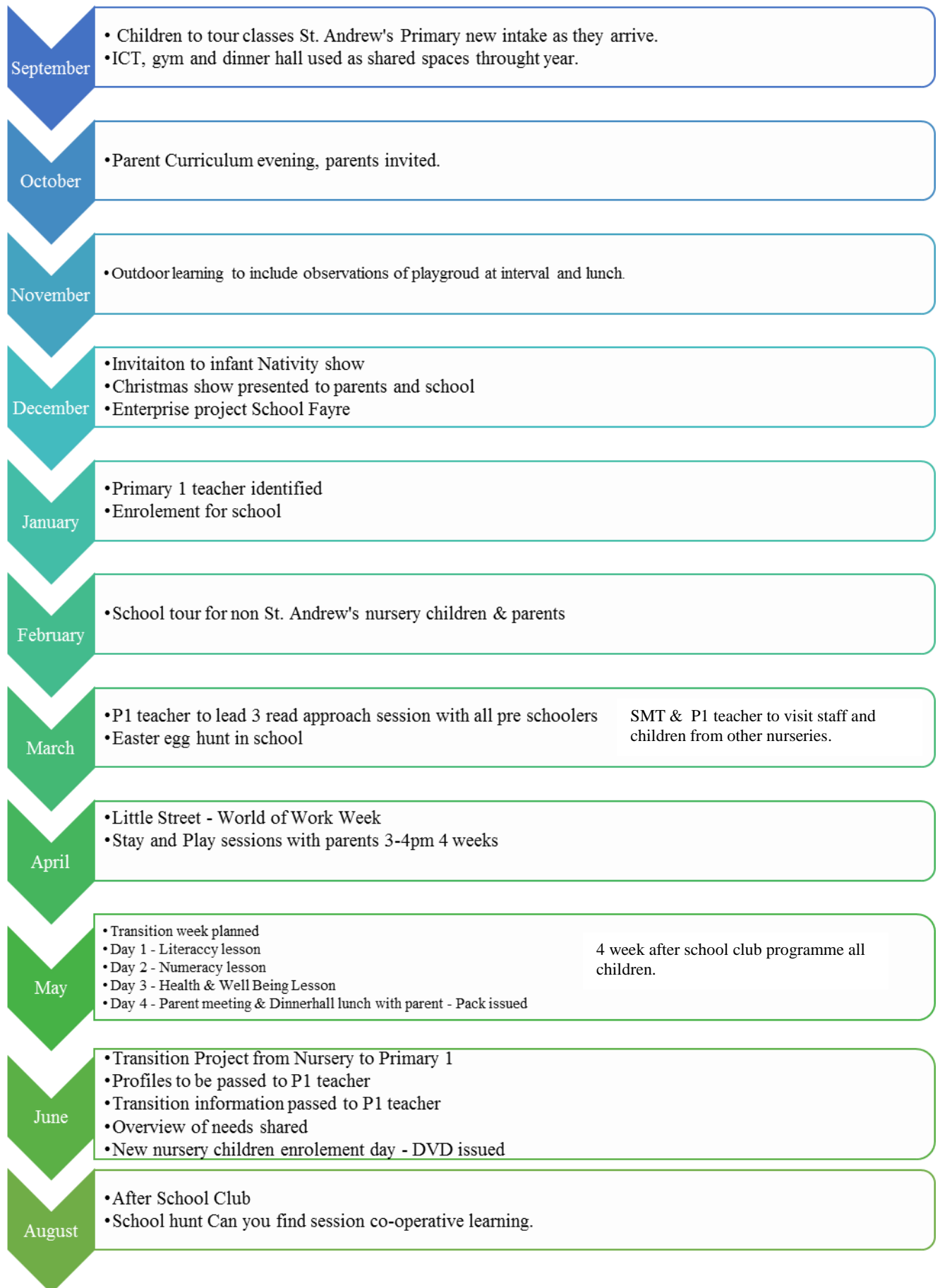
This policy outlines our expectations for good transition. Our transition calendar may vary each year in response to planning with staff/Parents and pupils.

### **Related Policies**

St. Andrew's Curricular Rational  
St. Andrew's Learning & Teaching Policy  
St. Andrew's Assessment Policy  
St. Andrew's PLP Policy  
St. Andrew's Primary Handbook – Admission Policy



## Appendix 1 Example of Planned Transition Events





## Appendix 2

### ST. ANDREW'S PRIMARY SCHOOL SCHOOL TRANSFER REPORT

NAME:	STAGE: P	DATE OF BIRTH:
START DATE:	LEAVING DATE:	

LITERACY & ENGLISH	LEVEL:
READING	
WRITING	
TALKING	
LISTENING	
NUMERACY & MATHEMATICS	LEVEL:
HEALTH & WELLBEING	LEVEL:
ADDITIONAL COMMENTS	

REPORT COMPLETED BY CLASS TEACHER:
HEAD TEACHER: J. FLANAGAN
DATE:

(Document found in Firstclass)



## Appendix 3

### ST. MARGARET'S HIGH SCHOOL PRIMARY/SECONDARY LIAISON PROGRAMME EXAMPLE

Date	Activity	Location
August 2015	Summer School Programme – HSPO, ASNA & Peer Mentors	St. Margaret's HS
August 2015-June 2016	Lunchtime Clubs – Peer Mentors + HSPO	St. Margaret's HS
August 2015-June 2016		St. Margaret's HS
August 2015-June 2016	Nurture room – breakfast club & lunchtime clubs - PT Sfl & Inclusion, ASNA	St. Margaret's HS
August 2015	Mrs Lees visits all 8 cluster Primaries	Cluster Primaries
Sept 2015 – June 2016	P7 Teaching block begins for PE	Primary
Sept 2015 – April 2016	Extra-Curricular Activity provision – after school clubs delivered by Senior Sports Ambassadors	Primary
Sept 2015-April 2016	Senior students work experience programme	Cluster Primaries
18 <sup>th</sup> September 2015	1 <sup>st</sup> Cluster Meeting	St. Margaret's HS
23 <sup>rd</sup> September 2015	Pupil Council Training	St. Margaret's HS & Cluster Primaries
Sep 2015 – Dec 2015	P7 Visits – Mrs Lees & P7 Transition Ambassadors	Primary
Oct 2015 – Nov 2015	S1 Transition interviews – PSHE teachers, Mr McAlavey, Mrs Quay, Mr Higgins and Mrs Lees	St. Margaret's HS
8 <sup>th</sup> October 2015	Parent Information Evening	St. Andrew's Primary
27 <sup>th</sup> October 2015	P7 Partnership Evening S Snee, CA Lees, Staff & Pupils	St. Margaret's HS
29 <sup>th</sup> October 2015	Learning Assembly for parents	St. Serf's Primary
November 2015	St. Andrew's PS Assembly to celebrate St. Andrew's Day – CA Lees, S Snee	St. Andrew's PS
November 2015	Nurture Training – P Higgins, K Burns, L Williamson, L Henderson	Glasgow
October 2015- April 2015	P7 Teaching block begins – 4 week rotational blocks, English, Maths, Mod Lang, PE, RE, Expressive Arts, Bus Ed	St. Margaret's HS & Cluster Primaries
October 2015-May 2016	Transfer P6/7 Additional Support Needs Information – PT Sfl & Inclusion,	Primary
Dec 2016	Christmas Concerts – CA Lees, S Snee	Cluster Primaries
Dec 2015-June 2016	DHT & S2 Pupil Visits – delivering lessons	Cluster Primaries
12 <sup>th</sup> January 2016	Mathematics Twilight session – J Friel, P7 class teachers, Maths Champions & Maths staff	St. Margaret's HS
Jan 2016-May2016	Hearstart programme delivered by Senior students A McKay	Cluster Primaries
Jan 2016-June 2016	Profiling across the cluster	St. Margaret's HS & Cluster Primaries
Jan 2016	Burns Supper – CA Lees	Cluster Primaries
Feb 2016	P7/S6 Catholic Education Week Mass	St. Margaret's HS
Feb – June 2016	P7 Enhanced Transition Programme	St. Margaret's HS
Mar 2016-May2016	International Partnerships; S2 pupils delivering lessons on Malawi – A McKay & S2 pupils	Cluster Primaries
April – May 2016	Visits by Mrs Lees & S1 PT Pupil Support	Cluster Primaries
May 2016	Technological Challenge – Technical & ICT faculty	St. Margaret's HS
May 2016	Science insert – Science Faculty	St. Margaret's HS
May 2016	P7 Mathematics Challenge	St. Margaret's HS
May 2016	P7 Transition HART	St. Margaret's HS
May 2016 – June 2016	P7 Showcase Event	St. Margaret's HS
June 2016	P7 Induction days – 3 days	St. Margaret's HS
August 2016	Summer School Programme – HSPO, ASNA & Peer Mentors	St. Margaret's HS

(All event added to school diary)