



# **Prestwick Academy**

## **Primary to Secondary Transition**



**For entry into Session 2024-2025**

## **Introduction**

This document outlines the different aspects of the primary transition process for the transfer of P7 pupils into S1 at Prestwick Academy.

The purpose of this transition process is to:

- Facilitate meaningful pre-transfer contact between Primary and Secondary
- Ensure a sharing of relevant information – formal and informal.
- Seek information and advice regarding S1 class formation.
- Reduce levels of pupil anxiety associated with transition and change.
- Ensure supports will be in place for pupils with additional support needs.

Transition planning is a collaborative process between Prestwick Academy and the Primaries in the Prestwick area:

- ✓ Glenburn P.S.
- ✓ Heathfield P.S.
- ✓ Kingcase P.S.
- ✓ Monkton P.S.
- ✓ Symington P.S.
- ✓ St Ninian's P.S.

### **Our Prestwick Promise**

We aim to work collaboratively across the cluster, supporting and challenging each other to improve outcomes for children and young people and to help raise attainment for all. We will work together across establishments to support equity and address gaps by sharing time, expertise, and resources. By working collaboratively, we endeavour to reduce workload and provide consistent approaches, pedagogy and systems to promote high quality learning and teaching.

## **1 Master transfer forms on the CORE (ATL)**

Primaries should complete the Primary/Secondary transfer forms and forward to the Centre and Prestwick Academy by November 2024.

This form contains the names and addresses of those P7 pupils who wish to attend Prestwick Academy.

Please note, the numbers of P7 pupils joining Prestwick Academy for individual primaries may be required before this date to enable projected roll figures to be calculated.

## **2 Visits by Prestwick Academy Staff (February – June 2024)**

A team from Prestwick Academy, comprising of

- Miss Elaine Campbell (Acting DHT),
- Mrs Cara Hughes (PT Guidance)
- Mr Pete Noble (PT Pupil Support) and
- Mrs Raka Parkinson
- Pupil Support staff

will visit all associated Primary Schools to observe P7 pupils in situ, meet the pupils and to have **informal** discussions with their teachers concerning any additional support needs and any supports already in place.

These discussions should not just focus on those pupils on Stage 3 and Stage 2, but also pupils on Stage 1 for whom the teacher has some concerns. Particular strengths of pupils can also be discussed.

Areas highlighted should included:

- ☐ Physical disabilities
- ☐ Learning difficulties
- ☐ Behavioural difficulties
- ☐ Social/relationship problems
- ☐ Emotional problems
- ☐ Any other relevant information

**Copies of Staged Intervention Support Plans should be available to inform discussions. Academy staff will retain these plans.**

In addition to the discussions with class teachers, and more formalised discussions during review meetings, it would be helpful if pupils could complete the Transition Questionnaire (**Appendix 1**). As a way of moderating the responses, the class teacher should give their rating in the end column. This is a Strengths and Difficulties Questionnaire (SDQ) and will produce a useful snapshot of a pupil's behavioural profile with regards to four areas – emotional, conduct, hyperactivity, peer problems. The SDQ also forms the basis of work in S1 related to Nurture and Emotional Well Being.

It would be most helpful if the questionnaires could be completed before the visits to Primaries by secondary staff, as they will inform the pupil-centred discussions.

### **3. Transition Groups**

There will be a variety of transition groups available for pupils whom the transfer process might prove particularly problematic and challenging. They will visit Prestwick Academy and work with key staff as detailed below prior to the P7 “bump-up” days.

#### **a. Social/Emotional/ Anxiety Group**

Transition Group dates – Wednesdays (all day) from 9.30am – 2.30pm

Week 1 Wednesday 7<sup>th</sup> May  
Week 2 Wednesday 14<sup>th</sup> May  
Week 3 Wednesday 21<sup>st</sup> May

A further week **may** be used to extend the Transition Programme, if needed, or to support an additional group.

#### **Week 4 Wednesday 28<sup>th</sup> May**

#### **b. Relationship Group**

Transition Group dates – Friday afternoon from 1.20pm – 2.40pm

Week 1 Friday 9<sup>th</sup> May  
Week 2 Friday 16<sup>th</sup> May  
Week 3 Friday 23<sup>rd</sup> May

#### **c. Neurodiversity Group**

Transition Group dates – Thursday afternoon from 1.20pm – 2.40pm

Week 1-Thursday 8<sup>th</sup> May  
Week 2-Thursday 15<sup>th</sup> May  
Week 3-Thursday 22<sup>nd</sup> May

#### **d. Dyslexic learners/ Literacy difficulties**

Dyslexic learners and those identified with literacy difficulties.

Group 1- Tuesday 13<sup>th</sup> May  
Group 2- Wednesday 14<sup>th</sup> May

#### **e. Enhanced Transition**

A referral document regarding enhanced transition will be sent to HTs on **27<sup>th</sup> January 2025** with the aim of it being submitted by **28<sup>th</sup> February 2025**.

Prestwick Academy Pupil Support Staff/ Guidance involved in the Transition Group will have a planning meeting on **Thursday 6<sup>th</sup> March 2025**.

Prestwick Academy staff will meet to discuss pupils put forward for the enhanced transition groups. If the demand for enhanced transition exceeds numbers, then there will be a transition group formulation meeting on **12<sup>th</sup> March**. At this meeting Prestwick Academy Staff and Primary Head/ Depute Head Teachers will discuss the names submitted and finalise which pupils would benefit from being part of the Transition Groups, and how the groups will be made up.

Transition Group parental letters will be issued from the Academy on **W.B. Monday 21<sup>st</sup> April 2025** with the consent forms due to be returned to Primary Schools by **Monday 28<sup>th</sup> April 2025**

A small number of pupils may require a very individualised transition programme. This will be formulated through liaison between Prestwick Academy, Primary school and Educational Psychologist, if appropriate.

#### **4. Transition Review Meetings**

Stage 3 and Stage 4 pupils should have a pre-transition review meeting convened by the Primary School. Some other pupils may also benefit from a Transition Review.

Prestwick Academy staff, and representatives from other appropriate agencies, should be invited to ensure that relevant information is shared. Any additional supports required to be in place can be formulated at this meeting and the roles and responsibilities of staff can be identified.

In some cases, it can be advantageous to have the Transition Reviews in Prestwick Academy, perhaps where a large meeting room is required, or if parents would like a tour of the School and the Pupil Support facilities. Primaries should liaise with the R Parkinson in Prestwick Academy should they wish to arrange Reviews in Prestwick Academy.

## 5. P7 Visits/ Information evenings

All P7 Pupils visit Prestwick Academy for three days in June.

1<sup>st</sup> Day of Visit - **Tuesday 10<sup>th</sup> June 2025**

2<sup>nd</sup> Day of Visit - **Wednesday 11<sup>th</sup> June 2025**

3<sup>rd</sup> Day of Visit - **Thursday 12<sup>th</sup> June 2025**

The Parents/Carers of P7 pupils are invited to a Parents' Information Evenings on:

### **Thursday 21<sup>st</sup> November at 6:30pm**

Introduction to the Universal Wellbeing supports available at Prestwick Academy

### **Wednesday 12<sup>th</sup> February at 6:30pm**

Overview of transition

BGE Curriculum

Structure of the School Day

Tour of the school facilities

### **Wednesday 26<sup>th</sup> March at 6:30pm**

Targeted evening for Parents/Carers of Children on STINT

Pupils Support – Targeted

### **Wednesday 4<sup>th</sup> June at 6:30pm**

Pastoral/PT Guidance

Pupil Support – Universal

House Structure

Department fayre

The evening will take the form of presentations from senior members of staff.

Transition letter 1- 7<sup>th</sup> November 2024 overview of offer

Transition letter 2- by 9<sup>th</sup> January 2025 reminder of 3 parent/carer

evenings and profile form

Transition letter 3- 27<sup>th</sup> February 2025 Targeted letter for parents/carers of children on STINT

Transition letter 4 -2<sup>nd</sup> May 2025 3<sup>rd</sup> Parent night and Bump days

Transition letter 5- 19<sup>th</sup> June 2025 Post summer arrangements

<b>Paperwork</b>	<b>Issued Week Beginning</b>	<b>Due Date</b>
Profile form to parents/carers	8 <sup>th</sup> January	13 <sup>th</sup> February
Profile form for placing request pupils	2 <sup>nd</sup> April	11 <sup>th</sup> April
Transition information from Primaries	27 <sup>th</sup> January	28 <sup>th</sup> February
Enhanced Transition Permission letters	21 <sup>st</sup> April	28 <sup>th</sup> April (Primaries to collate and bring on day)

A profile will be sent to the parents of all P7 pupils requesting information to allow classes to be formed (**see appendix 2**). This profile will request personal information as well as details of siblings – to enable pupils to be placed in the same House as brothers and sisters. The profile is on a microsoft form document and should be emailed back to

[transitionPA@south-ayrshire.gov.uk](mailto:transitionPA@south-ayrshire.gov.uk)

The return date for this form will be by **13<sup>th</sup> February 2024**.

Primary Schools will also be asked for their advice regarding the formation of classes i.e. which pupil pairings should be avoided.

## **6. P7 Records**

PPRs should arrive at Prestwick Academy no later than **27<sup>th</sup> June 2025**.

CfE profiles should be forwarded separately, preferably, in **early June**.

It would be helpful to have the following data by **the WB 2<sup>nd</sup> June 2025**

- ✓ Progress and Achievement of a Level for Literacy, Numeracy and HWB.
- ✓ Standardised assessment data (e.g. SNSA and GL).
- ✓ STAR reader assessment data.

## **7. Transition events**

Most pupils will already have accessed Prestwick Academy during their primary experience, for example the Prestwick Youth club operated by Thriving Communities as well as PE/ Sports inputs offered by S5/6 pupils from the PE departments. Pupils will also be offered to access the school for the following events:

- ✓ PE/Sports blocks lead by S5/6 students available. Senior pupils will visit schools to lead PE/Sport sessions. Dates will be arranged with individual schools by S Hubbard.
- ✓ Modern Languages Lessons P5 up October to December
- ✓ “Christmaths” – 4<sup>th</sup> December 2024
- ✓ P7 Cluster Christmas disco – 6<sup>th</sup> December 2024
- ✓ Christmas Disco 11<sup>th</sup> December 2024
- ✓ P7 Cluster Choir at PA Christmas concert -19<sup>th</sup> December
- ✓ Library Transition Day– 29<sup>th</sup> April 2025
- ✓ Newton Racers – 1<sup>st</sup> May 2025
- ✓ Secondary English/Maths/Science teachers will visit Primary schools in May 2025
- ✓ Bump-up Days – 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> June 2025

## **8. Supports during S1**

Transferring to Secondary School can be an unsettling experience; therefore, it is important that the transition from Primary School is as trouble free as possible.

In addition to the extensive transition package in place, prior to transfer, there is an extensive support package in Prestwick Academy for S1 pupils.

All S1 pupils will have weekly PSE class with their guidance teacher. This pastoral contact is to ascertain how they are settling in and also to start building a relationship with their Guidance Teacher. The Worry Web will be an important part of the discussion.

The first topic in their Personal and Social Education classes is entitled 'Starting Secondary School'. It requires them to reflect on their transition from Primary and aims to address any concerns they may have.

Some pupils will find settling into Prestwick Academy quite difficult. Some may have some emotional or social problems and could be viewed as quite vulnerable. All S1 pupils will be assigned an S6 peer supporter (buddy) to meet them and support them to settle at Prestwick Academy. The buddy could also potentially work with them in some classes, with the aim of building their confidence and self-esteem. There are also a number of lunchtime clubs specifically targeted at this group of vulnerable pupils.

For pupils with additional support needs, associated with behaviour and learning, there will be contact with the Pupil Support Department. They may work within the extended Supported Education Department, either for their whole timetable or for selected periods, or they may work in mainstream classes and be supported by support staff. For some pupils this may involve being part of one of the Nurture Groups in the school.



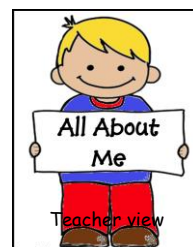
## Calendar of Transition Planning Dates 2024 – 2025

		August 2024		September 2024		October 2024		November 2024		December 2024
Mon			2						2	
Tues			3		1	Modern Languages lessons Oct to Dec			3	
Wed			4		2				4	Christ Maths @PA
Thu	1		5		3				5	
Fri	2		6		4		1	Transition TAC window 1 opens	6	Rotary Carol Concert
Mon	5		9		7		4		9	
Tues	6		10		8		5	PE block 1 starts	10	
Wed	7		11	Cluster Meeting @PA	9	Cluster Meeting @ HP & P7 teacher visit PA	6	Prestwick Cluster @ MP	11	P7 Xmas Disco 6pm–7:30 @ PA
Thu	8		12		10		7	Transition Letter 1 sent by JF- Overview	12	
Fri	9		13		11		8		13	
Mon	12		16		14	Holiday	11		16	
Tues	13		17		15	Holiday	12		17	
Wed	14		18		16	Holiday	13		18	
Thu	15		19		17	Holiday	14		19	Cluster Christmas concert @PA
Fri	16	Inservice	20	Holiday	18	Holiday	15		20	
Mon	19	Inservice	23	Holiday	21	Inservice	18		23	Holiday
Tues	20		24		22		19		24	Holiday
Wed	21		25		23	P7 teacher visit PA	20		25	Holiday
Thur	2		26		24		21	Wellbeing evening @PA	26	Holiday
Fri	23		27		25		22		27	Holiday
Mon	26		30		28		25		30	Holiday
Tues	27				29		26		31	Holiday
Wed	28				30		27			
Thu	29				31		28			
Fri	30						29	Transition TAC window 1 closes		

		January 2025		February 2025		March 2025		April 2025		May 2025		June 2025
Mon			3		3						2	
Tues			4		4		1	Transition TAC window 2 opens			3	
Wed	1	Holiday	5		5		2	Re issue parent profile to placing requests			4	Parent Info evening 3 dept
Thu	2	Holiday	6		6		3		1	Newton Racers Day	5	
Fri	3	Holiday	7		7		4		2	Transition letter 4	6	SNAS CFE data due
Mon	6		10	Holiday	10	PE block 3 starts	7	Holiday	5	Holiday	9	
Tues	7		11	Inservice	11		8	Holiday	6		10	Bump-up Day 1 @ PA
Wed			12	Parent Info evening 1 Universal	12	PA to discuss transition groups	9	Holiday	7	Social Day 1	11	Bump-up Day 2 @ PA
Thu	9	Transition Letter 2 by JF Dates/profile	13	Parent Profile info due	13		10	Holiday	8	ND Day 1	12	Bump-up Day 3 @ PA
Fri	10		14		14		11	Holiday	9	Relationships Day 1	13	
Mon	13		17		17		14	Holiday	12	Dyslexia Group 1	16	
Tues	14		18		18		15	Holiday	13	Dyslexia Group 2	17	
Wed	15		19		19		16	Holiday	14	Social Day 2	18	
Thu	16		20		20		17	Holiday	15	ND Day 2	19	Transition letter 5 plans for post summer
Fri	17		21		21		18	Holiday	16	Relationship Day 2	20	
Mon	20		24		24		21	Issue Enhanced Transition Permission letter	19		23	
Tues	21	PE block 2 starts	25		25		22		20		24	
Wed	22	Cluster Meeting @PA	26	Cluster Meeting @ KP	26	Cluster Meeting @ HP Parent Info evening 2 STINT	23	STINT information from Primaries due	21	Social Day 3	25	
Thu	23		27	Transition Letter 3 by JF-STINT parent night	27		24		22	ND Day 3	26	
Fri	24		28	Transition info from primaries returned	28		25		23	Relationships Day 3	27	
Mon	27	Transition information forms out to Primary schools by JF			31		28	Return permission slips Enhanced transition	26	Holiday		
Tues	28						29	Library Transition Day	27	Inservice		
Wed	29						30	Cluster Meeting @ MP	28	Cluster meeting @PA Transition TAC window 2 closes		
Thu	30								29			
Fri	31								30			

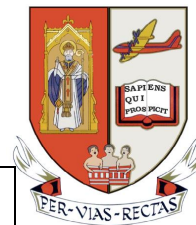
## APPENDIX 1 - QUESTIONNAIRE

We would like to know a little about you as a person, and particularly about what you think about you. You know yourself best. This is called being self-reflective. This will help us get to know your strengths and difficulties. Answer all the questions and be honest.



	No	Sometimes	Yes
I try to be nice to other people. I care about their feelings			
I am restless, I cannot stay still for long			
I get a lot of headaches, stomach-aches or sickness			
I usually share with others (food, games pens, etc)			
I get angry and often lose my temper			
I am usually on my own. I generally play alone or keep to myself			
I usually do as I am told			
I worry a lot			
I am helpful if someone is hurt, upset or feeling ill			
I am constantly fidgeting or squirming			
I have at least one good friend			
I fight a lot. I can make other people do what I want			
I am often unhappy, down-hearted or tearful			
Other people my age generally like me			
I am easily distracted. I find it difficult to concentrate			
I am nervous in new situations. I easily lose confidence			
I am kind to younger children			
I am often accused of lying or cheating			
Other children or young people pick on me or bully me			
I often volunteer to help others (parents, teachers, children)			
I think before I do things			
I take things that are not mine from home, school or elsewhere			
I get on better with adults than with people my own age			
I have many fears. I am easily scared			
I finish the work I'm doing. My attention is good.			

## Appendix 2 – Confidential Profile form



**SOUTH AYRSHIRE COUNCIL**

**PRESTWICK ACADEMY  
EDUCATIONAL SERVICES**

### **PART 1: PUPIL'S DETAILS:**

PUPIL'S FIRST NAME(S):

LAST NAME:

ADDRESS:

POSTCODE:

TEL.NO:

DATE OF BIRTH

SEX:M/F/X:

PRIMARY SCHOOL

### **PART 2: PARENT/CARER'S DETAILS:**

**FIRST** PARENT/CARER: (MOTHER/ FATHER/ OTHER):

NAME:

PARENT/CARER'S OCCUPATION AND EMPLOYER (if applicable):

**SECOND** PARENT/CARER: (MOTHER/ FATHER/ OTHER):

NAME:

PARENT/CARER'S OCCUPATION AND EMPLOYER (if applicable):

If either parent/carer is not living at the home address, please give details:

If pupil does not live with parents, please give details:

**PART 3: FAMILY DETAILS:**

Please only complete this section if you currently have a child attending Prestwick Academy or a child who has recently left Prestwick Academy.

Name	DOB	House Group	Class

**PART 4: EMREGENCY CONTACT DETAILS:**

EMERGENCY TEL. CONTACT NO.  
(for during school hours)

NAME OF EMERGENCY CONTACT  
(if not Parent/Carer)

FAMILY DOCTOR:

ADDRESS:

TEL NO.:

**PART 5: EQUALITIES QUESTIONS:**

Please write YES in this box if a taxi is supplied by the local authority to take your son/daughter to and from school.

Does your child speak a language other than English at home? Yes/no?

If yes, please state which language:

Does your family have a religion?

**PART 6: ADDITIONAL INFORMATION:**

Any health/social problems you wish the Academy staff to know:

Any support for learning requirements/information you wish the Academy staff to know:

Any other comments/requests you wish to make, this would include any positive pairings that would benefit your child's transition. **We are not able to guarantee requests** however, we will do our best to accommodate them.

PARENT'S/CARER'S SIGNATURE:

Please send the completed form to: [transitionPA@south-ayrshire.gov.uk](mailto:transitionPA@south-ayrshire.gov.uk)