

Norton Free Church of England Primary School A Short Guide to Transition 2021 -2022



Our vision statement:

'Norton Free C of E Primary School is a caring, Christian Community that inspires everyone to be the best they can be, to value themselves and others and to live joyfully and in peace'.

Norton Free C of E Primary School:



We are enormously **proud** of our school and aim to ensure that it is a safe, inclusive, kind and caring environment where **everyone** is valued and respected. Our **Christian ethos** is **central** to the life of the school with Christian values at the heart of the community. We are committed to providing a kind, caring environment where every child **thrives** and is supported to achieve and **to be the best they can be** in order to reach their potential. With the Christian ethos at the heart of

everything we do and our culture of inclusion, we endeavour to prepare our children as much as possible for any changes that the children may face in our school. These changes are often referred to as transitional points. We aim to make any transition as smooth as possible for our children. If you think a change of class or change of teacher will create an issue for your child, please contact school and we will do our best to make the change as easy as possible for your child.

What is transition?

In education, the term transition typically refers to transitional points in a child's education, the changes that children may go through whilst at school, moving from one stage in their education to another. It may be moving into, between and out of educational settings. In our setting this can be:

- From early years (nursery) to primary school
- From KS1 to KS2, and
- From primary school to secondary school



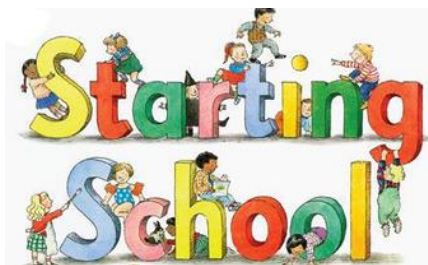
Moving from one school to another can be a stressful time for some children and while all children and young people benefit from positive experiences of transition, some require additional support. We will always endeavour to provide any support that your child needs. Children with Special Educational Needs and Disabilities (SEND) often find transition more challenging than their peers. This guide explains the practices we follow at Norton Free C of E School in order to make the transition process as smooth as possible for all our children. If you require further information about Transition, please speak to your class teacher or Mrs Bell.



Our school will work closely with both children and parents/carers so that parents are confident that they have the right information and so that children are well prepared for the process of change. We can make tailored arrangements to meet the needs of your child.

Transition from Early Years to Primary School:

When your child is admitted (you will be informed in April) to the Foundation Stage at Norton Free C of E School, they will then be part of a process to ensure a smooth transition to primary school. Your child will be visited in their nursery setting by the class teacher and Teaching Assistant. Staff from both settings will exchange information about your child and you may well be invited along to



take part in these discussions. Families may visit the school and the school will carry out home visits during the first few weeks of term. Prior to starting school, children and nursery staff (a familiar adult) will be able to visit the school on a number of occasions for story time, lunchtime and a variety of other activities that take place in school. This will give the children the opportunity to meet key staff such as their teacher, teaching assistants and any other support staff who will work with them, as well as their peers. Parents will be invited to a meeting in school (with your child) to meet the Headteacher, class teachers and support staff. At this meeting you will be given a pack of information about the many different aspects of starting school. **You will be asked to provide your contact details and you will need to bring your child's birth certificate for us to copy.** You will also receive details about universal Free School Meals (Free School Meals), Breakfast Club, school milk, the fruit and vegetable scheme, expectations of our behaviour policy (a short guide), our school prospectus, information from the class teachers and a guide to transition.

Transition from Key Stage 1 to Key Stage 2:



All of our children know our teachers and TAs throughout the school as all staff are involved in many different activities where they will come into contact with one another. This can be through playground/lunch duties, assemblies, interventions, sports and other clubs, early morning groups, nurture groups, one to ones, Mile a day and enrichment on a Friday

afternoon. During the summer term, children have a transition day/half day towards the end of the year where they will spend a morning or full day with the class teacher that they will be with the next year. This comes towards the end of the term when the children have spent several weeks with their new teacher during enrichment on a Friday afternoon. During enrichment, the whole class will spend half an hour, every Friday afternoon over several weeks, with the class teacher and support staff from the next year group. Over time, the children develop a relationship with staff before they move full-time into this class. Children who have difficulty with transition may undertake additional visits and/or be given a mentor (either an older child or a named member of staff) where they can discuss their concerns and work towards the move. We can provide extra support for children who struggle with transition. Please contact your child's class teacher if your child is struggling with change.



Transition from Primary to Secondary School:



Our staff work closely with the local secondary schools to prepare the children for the move from our school to Key Stage 3. Young people are given an opportunity to visit their new school, accompanied by their peers, by a member of staff or by a family member. Vulnerable children may have additional visits to the school and may also be able to attend 'Summer School'. Staff from the secondary school will visit the children at their primary school during their final year in primary. The visits will take place at regular intervals through out the year. If your child has an EHCP, additional visits may be planned and we can

arrange for you to meet with the SENCo (both here and at the new school) to ensure that your child's needs are fully met. Any information relating to the EHCP will be shared with the Secondary School before your child leaves. All documentation associated with the EHCP will be delivered to the secondary school. Please ensure that we are kept fully up to date with any relevant information about your child. We work closely with our families and want every child to succeed in their new school.

Transition (Class) Booklets:



Every class teacher produces a transition/class booklet for their year group which may be given to children at the end of the previous year or at the beginning of their new class. The transition booklet will provide information about staffing, the curriculum, lessons, routines and operational aspects of the classroom such as Homework and when children should have their PE kit in school. Expectations of behaviour will be outlined in the Transition/Class Booklet and reward systems explained. You will also be given information about the topics covered over the year and times of the day.

Transition Files:

All class teachers keep a Transition File which is passed to the next class teacher at the end of the school year. The transition file contains information about the class and tracking of individual children's progress as well as any information that is relevant to the well-being of your child (such as bereavement for example). The information is kept securely within the classroom and is only shared with key staff. Time is also given to teachers at the end of the school year for them to meet one another to share information about the class in order to ensure a successful transition.

If you have any concerns about your child, please contact their class teacher in the first instance. Information about each class is available on the school website. www.nortonfree.org.uk

Should you require any further information about Transition, please contact the school, we will be happy to help.

Norton Free C of E Primary

Matthews Lane, Norton, Sheffield S8 8JS

Headteacher: Mrs H Bell

SENCo: Ms Perez Smith

Chair of Governors: Mr D Thaw

Tel: (0114) 2745873

