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Transition Policy

**Rationale**

‘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 into their new learning environment in preparation for future learning and development.

All staff at Gartconner Primary School are committed to ensuring that every pupil is supported during times of transition both to/from and within the school.

**Aim**

At Gartconner we want our children to experience a smooth transition throughout their learning, so that:

* Pace and quality of learning is maintained
* Children continue to make best progress
* Children feel safe, secure and supported
* Learning is seamless
* Learning and teaching meets individual needs
* Parents are actively involved in the process and opinions/concerns are valued and addressed
* Planning is based upon assessment information from the previous class/setting
* Styles of teaching and learning meet the needs of the children
* Staff allocation gives particular attention to the particular needs of the children
* Transition arrangements are made to suit individual pupils, including extra visits and opportunities to meet their teacher in advance.

**Pre 5 to primary school transition**

* Informal play visits to P1 classroom (if possible)
* Informal story visits to P1 classroom (if possible)
* Visits to gym hall (if possible)
* Registration – January
* Play2learn sessions – February
* Play2learn sessions - March
* Introductory letter from big buddies – May
* Come Dine with Me – May
* Video of school with introduction to key members of staff
* Final induction morning June
* Discussions occur between SMT/teachers and staff from other settings
* Information booklets
* Nursery observations (if relevant)
* Meet the Teacher for parents/carers – September
* Transition pack - June/August/September

**Pre 5 Enhanced Transition**

* Team around the Child meetings
* Garden Time - May 19th
* Story time June 6th
* Video of classroom and class teachers/SLA
* August – if required

**Transition from Primary to Secondary**

* Staff from Kirkintilloch High School (KHS) organise an information evening
* A transition programme of events is agreed with all cluster schools and KHS
* Teachers from KHS visit to provide lessons in specific subjects
* ASN meeting with KHS
* P7 profiles are completed and shared with KHS
* Transition discussions for all children
* Transfer of records
* Transition days
* Enhanced transition events

**Transition from stage to stage within school**

* Teaching staff meet to discuss the children’s progress and wellbeing needs
* Transition paperwork to be completed
* Tracking and forward planning to be shared with incoming teacher
* Incoming teacher to meet with class where possible
* Incoming teacher to meet with enhanced transition pupils
* Jotters are continued into new class
* Meet the teacher in September
* Support plans are shared and placed into Restrict Folder
* Wellbeing weeks are in place
* Assessment folders are shared
* Children move to new classroom before the end of term
* A copy of all evaluations are made available to the incoming teacher

**Transition from School to School**

* Individual tours offered to all incoming parents and children
* Transition visits
* School handbook available
* New children assessed quickly by class teacher and/or SMT to ensure learning and teaching meets their needs
* A ‘buddy’ from within their class is identified to help the new child to integrate
* Records from previous school made available to class teacher and SMT
* For children with additional support needs, a planning transition meeting may take place involving staff from previous and new school, parents and carers and any other agencies involved with the child
* All administrative paperwork to be shared and completed by parent/carer