BOOTHAM JUNIOR SCHOOL TRANSITION POLICY

This policy relates to Bootham Junior School, including the EYFS, and transition to Bootham Senior School at KS3.

Aims of this Policy:

The aims of this policy are to:

- Promote the smooth transition of children at the start of each new class.
- Prevent and alleviate stress.
- Promote the continuity of teaching and learning.

Key principles on which we operate:

- The collection of information, prior to the children starting in a new class, will be in cooperation with parents, existing staff, receiving staff and, if age appropriate, with the child.
- Discussions and collection of information will focus on the whole child and not just child development or academic achievement i.e. routines, interests, relevant medical information alongside any additional needs.
- Other relevant information, special educational needs, CPOMS entries, looked after child etc. (all compliant with Data Protection Act) will be shared on a 'need to know' basis.

Upon Entry to EYFS:

The following steps are taken to ensure that both the child and parents are confident, informed, happy and relaxed about the school.

- A new parents meeting will take place prior to their child attending, or if this is not possible, within the first week of the child starting EYFS.
- Individual tours and a termly open afternoon are offered prior to starting.
- An observation day (or morning for Nursery) is expected for every child to join EYFS in order to get them acquainted with their new surroundings and as part of our admissions process.
- Wherever possible the Nursery or Reception teacher visits a child in their current day nursery setting before they start at BJS.
- An information pack (including school prospectus) is given to all parents. Upon entry, further information will be given e.g. Parent Handbooks, curriculum newsletters etc.

- A family consultation will be held with each new parent and the class teacher in the first half-term of the child starting EYFS.
- Regular exchange of information between the EYFS Staff.
- EYFS children free flow between Foundation Stage rooms so they are familiar with all staff members.
- Close links between Reception and Nursery staff to enable free flow of information regarding the new entrants to the EYFS classes.
- During the term, parents are invited to stay for lunch with their child.
- We offer termly 'stay and play' sessions to share learning opportunities.

Reception (Foundation Stage) to Year 1 (Key Stage 1)

We recognise that for some children, this stage of transfer can be more problematic so in order to ensure a smooth transition, we have considered several areas: familiarisation, teaching and learning and the transfer of information.

Familiarisation

- Year 1 teacher does some occasional teaching and supervision in Reception.
- Free-flow opportunities between Reception and Year 1 are offered in the Summer term.
- Joint playtime with Key Stage 1 children and staff, with shared equipment/activities during the Summer Term.
- Children visit Year 1 for story-time during the summer term.
- Year 1 teacher spends additional time in Summer Term with Reception class. Activities such as reading a story or observing child-initiated play are undertaken.
- Pupils take part in a whole school transition event when all children meet their next teacher for an afternoon of learning in their new classroom.
- Increasingly, Reception join whole school assemblies when appropriate.

Teaching and Learning:

The Year 1 teacher uses the Foundation Stage Curriculum and methodology to inform their teaching, particularly during the Autumn term of Year 1.

There are continued opportunities for child-initiated play. The Year 1 teacher and Reception teacher meet to discuss children's achievements and to plan next steps.

Transfer of Information

- Year 1 teacher is made fully aware of Foundation Stage Profile scores for each child. These are passed onto the Year 1 teacher in the Summer Term.
- Other relevant records passed on and discussed between the relevant class teachers.
- Children that may need additional support, are discussed with the Year 1 teacher at formal and informal meetings throughout the school year.

Class to Class (KS1 to KS2 and through the KS2 stages)

Throughout the child's time at Bootham Junior School a smooth transition from class to class will be encouraged through:

- Weekly whole-school sharing assembly.
- Teachers meeting in Summer Term to discuss individual children's attainment and needs and again in Autumn term to discuss how children have settled.
- Teachers sharing records, profiles and other reports, in order to become familiar with the children they will be teaching.
- One formal visit to the child's new class and teacher taking place in July.
- For children joining the school after EYFS a tour and taster day are offered before starting, references are taken from their current school and where SEND or pastoral support needs are identified, the deputy head or SENDCo contacts the current school to discuss. Records are requested promptly. Children joining in the September, join the whole school transition day in July. When they start, new children are given a buddy and the Deputy Head ensures they have settled in well in the first couple of weeks. Parents are invited to a new starters' parent meeting.

Bootham Junior School (KS2) to Bootham Senior School (KS3)

- Senior School Head meets all Year 6 children at Junior School during the Autumn term
- Attendance at an Open Morning is encouraged either in Year 5 or Year 6
- Talk and Tours for Year 6 families in Autumn term from relevant senior school staff
- Taster Day to Bootham in Spring Term for Year 6
- Coffee and Information Morning for new parents and pupils (BJS and external)
- Year 5 and 6 spend Friday afternoons at Senior School accessing the facilities, joining Senior Activities and meeting the staff.
- Middle Schoolroom Q&A with Year 6 at BJS
- Formal meeting takes place between the Year 6 teacher, the BJS Deputy Head the Head of Schoolrooms and Year 7 form tutors in the Summer Term.
- The SENDCo and Head of Learning Support meet throughout Year 6.

- The Head of Learning Support meets all relevant children and families across the course of Year 6
- Academic information, standardised scores and current reports are all made available via iSAMS
- CPOMS is used across the school to document pastoral and safeguarding issues
- Transfer of paper records to Bootham takes place prior to the September INSET.
- BJS Deputy Head (Pastoral) is available in the Autumn term following transition to assist any children needing further support.

Bootham Junior School (KS2) to Alternative Senior School (KS3)

- All reasonable requests are met for information, visits and taster days
- Children are encouraged and supported to access any transition events
- Reports and transfer files are sent once a senior school place is confirmed

Equal Opportunities

As a community, we are guided by the Quaker Testimony of Equality and ensure that no-one is discriminated against on the grounds of a protected characteristic. (See Equality Policy). We recognise that for some children transition may be a particularly stressful period of time that can affect their progress. We will ensure we identify those requiring special attention or support, at an early stage and the receiving teacher will be made aware of this.

Date of last review: November 2024
Person responsible: Head Teacher
Review group Leadership Meeting
Date of next review: November 2026