

**Llanfyllin Feeder Schools Transition Plan and Policy**  
Llanfyllin High School and Llanfyllin Feeder Primary Schools

This plan and policy has been written in consultation with Llanfyllin High School and the following primary schools:

Ysgol Gynradd Llanfyllin  
Ysgol Gynradd Bro Cynllaith  
Ysgol Gynradd Llanfechain  
Ysgol Gynradd Llangedwyn  
Ysgol Gynradd Llanrhaeadr-ym-Mochnant  
Ysgol Gynradd Llansanffraid  
Ysgol Gynradd Pennant  
Ysgol Gynradd Bryn Hafren  
Ysgol Carreghofa

This plan and policy relates to all feeder schools for Llanfyllin High School including:  
Ysgol Meifod  
Ysgol Llandysilio

This plan and policy is an agreement between Llanfyllin High School and Llanfyllin Feeder Primary Schools. Its purpose is to support further improvement in transition practice so that pupils are better prepared socially and academically for the move to the high school and so that their high school education builds upon the good practice that they experienced in primary school enabling them to make good progress at Y7 and through KS3.

The first cohort of pupils to which this plan applies will transfer to Llanfyllin High School in September 2015.

### **Management and Co-ordination of Transition**

#### **High School**

Overall organisational responsibility of this Transition Plan and Policy will rest with the Senior Management Team. Direct contact and practical arrangements with the primary school will be led by the Transition Manager, Head of Year 7 and the SENCO.

Head of Year 7/

Transition Manager: Mr Rob Rudge  
SENCo: Rhiannon Molyneux

#### **Primary School**

Overall organisational responsibility will rest with the Headteacher. Direct contact and practical arrangements with the high school will be led by the Headteacher and the Year 6 teacher.

Dates for transition visits by pupils and parents / carers of pupils in Year 6 will be agreed between both establishments in first term of each school year. Dates for the transition days during the summer terms for

Y6 pupils to visit the High School will include:

- Project based day
- One full timetable day

Information regarding these events will be distributed by the Primary School following agreement of dates in the autumn term each year.

Information regarding arrangements for transition from primary to high schools, application for places etc. received by the primary school from Powys LA will be distributed to all parents / carers of relevant pupils in good time for the high school to be made aware of numbers applying for places and for parents / carers of prospective pupils to be aware of the need to appeal in the absence of an offered place, as indicated in the Admissions Booklet annually.

Primary Schools will promote Year 6 Information Evening and Open Evening at High School (to be held during the summer and autumn term respectively). Head of Year 7 will distribute information prior to the events.

### **Joint Curriculum Planning**

The schools within the cluster have agreed that two pieces of work for each subject will be completed in the books (English/Welsh, maths and science). In order to help pupils during transition, these pieces of work will be completed by pupils in primary schools in books procured by the high school. The books will be given out by the Transition Manager during her summer term visits with instructions on which book relates to which subject.

Children should write their full names and the subject on each book. The lesson for each piece of work should be taught as a usual classroom lesson and work completed by the pupils must be first draft. ALN support such as; scribing or supporting frameworks should be allowed as is usual for each pupil. Work must be marked with a comment that relates to the teachers expectation of the work and show amount of support given. Books with completed work will be returned to the high school by the primary school by the beginning of the week of the Transition Days in the summer term.

### **Continuity in Teaching and Learning**

Set within our agreed priority areas above, our schools will co-operate in enabling teachers from each phase to observe styles of teaching and learning either through direct observation, the use of DVD or by working alongside primary school colleagues. Year 7 teaching of those subject areas will build upon the recognised primary school methods.

Where we agree that it will help pupils during primary / secondary transition, teachers from the high school will teach some lessons to Y6 pupils in the primary school. Targeted aspects within this plan are Literacy and Numeracy.

### **Additional Learning Needs**

It is the responsibility of the feeder primaries to pass on information regarding pupils with ALN to include MAT, SEN and Basic Skills to Rhiannon Molyneux the SENCO at the High School and Jan Jones HOY 7.

### **Child Protection**

The designated teacher for Child Protection in the primary school should, well before the date of admission to the secondary school, make contact with the designated teacher for Child Protection in the new school to explain that the child is on the Child Protection Register or has been on the Child Protection Register. This can be a telephone conversation and will alert the new school to the fact that there may well be Child Protection concerns or the child might still be on the Child Protection Register.

The primary school, having alerted the secondary school, would then make contact with the Chair of the case conference that addressed the needs of the young person, in order to obtain agreement to transfer the Child Protection documentation from the one school to the other. Once that agreement has been given, the documentation can be transferred. There does not need to be a face-to-face meeting.

If the child is on the Child Protection Register, it would be good practice to seek the agreement of the Chair of the case conference, at the same time as approval is being requested for the transfer of the Child Protection documentation, for the new school to be represented at core group meetings so that the new school is up to speed by the time that the pupil transfers.

### **Consistency in assessment, monitoring and tracking progress**

Assessment information for core subject areas will be exchanged between both establishments to inform teachers and to help ensure the appropriate teaching for pupils.

Teachers will work together so that assessment processes are understood and so that the outcomes of assessments are consistent within the feeder school group. Teachers will take part in LA moderation days. Cluster moderation will be held as necessary for Year 6 subjects not covered by LA moderation. Cluster moderation will be held in the summer term and on a date arranged in the autumn term.

Opportunities will be taken to ensure that teachers from both phases have access to moderated and levelled portfolio work on the website.

### **Evaluation of impact of the plan**

Cluster heads will evaluate the impact of this plan annually during the autumn term.

### **Pastoral links to meet pupils' personal and social needs**

Head of Year 7 will visit the primary school early in the summer term to speak to Y6 pupils and respond to their concerns and views regarding transition to Y7. Later in the summer term Year 6 teachers will meet with Head of Year 7 to hold a formal Transition Meeting to discuss and disseminate information regarding behaviour, attitude, levels achieved and attendance. Monthly Pastoral Collective meetings with Jane Armstrong (high school counsellor) will be held for cluster heads to discuss on-going pupil issues in primary schools. Pupils will visit Llanfyllin High School on 2 occasions during summer terms prior to transition. Year 7 pupils will write letters back to the new Y6 cohort in the primary school in the autumn term.

### **Role of Head of Year 7:**

The Head of Year 7 will visit the primary schools to pass on information to pupils about the taster days and to answer any questions.

The Head of Year 7 will organise the teaching timetable for the visits and arrange for pupils to travel to the high school on those days.

The Y6 teacher will inform all pupils and their parents / carers about arrangements for those days.

### **Sharing information about pupils' achievement and attainment, attendance and behaviour**

Names of each pupil will be passed electronically, via Teachers Centre to the High School in April and Attainment targets in the core subjects in June of each year. Beyond the basic TA information above the following information will also be shared during the Transition Meeting from the primary to the high school:

- Levels achieved by each pupil in core subjects
- Attendance percentages
- Attitude to school
- Behaviour
- Medical issues
- MAT
- Other relevant information (glasses, left handed)
- Friendship groups for classes

The Head of Year 7 has the responsibility of receiving and disseminating that information to the relevant teachers. Teachers in the high school will receive pupil information regarding the classes they will teach in the following year and relevant transition books by the end of summer term each year. The primary school headteacher is responsible for collating and sending the attainment target information to the high school.

This plan produced and agreed by all schools involved is published