

**JOHN RAY INFANT SCHOOL**  
**Learning Together, Aiming High, Proud to be Ourselves**

**Transition Policy**

**March 2019**

John Ray Infant School to John Ray Junior School

**Context**

The John Ray schools share a communal sight in Braintree. The vast majority of children from the Infant School move through to the Junior School.

**Aims**

This policy statement outlines the nature and management of transition of children from John Ray Infants School to John Ray Junior School.

This policy is agreed by both schools to ensure a smooth, carefully planned transition between key stages.

The aim of transition is

- To familiarise the children with both their new surroundings and staff as well as rules, routines and expectations.
- To prepare the children practically and emotionally for the move.
- To prevent and alleviate stress for all children involved in the move.
- To promote continuity of teaching and learning.
- To ensure children benefit from a visits both throughout the year and more specifically in the summer term.

It also lays down the information that the school deem useful and relevant to share.

The aim is for both schools to develop in each child a positive attitude towards moving to a new key stage, and to try to make them feel confident that they are able to succeed when they move.

**Preparing the children.**

From the beginning of Year 2, the Infant School will gradually prepare children for their transfer to Junior School. In the day to day teaching, the staff will make the children more independent and ready for Key Stage 2 in that they:

- encourage independent and co-operative learning
- develop responsibility through tasks undertaken in class and around school •

- encourage thought for others through School and Class Council, playground buddies, lunchtime leaders
- the children enter school independently

### **Transfer of information**

When children leave John Ray Infant School at the end of KS1, the following documentation is transferred to the relevant Junior School. The aim is that all information is relevant and informative.

- Copies of Annual Reports
- Data: including SATS results, EYFS Baseline Assessments, end of EYFS Profile Results via SIMs.
- Relevant SEND information e.g. One Page Profiles, (meetings to be held between SENCO's)
- Relevant Child Protection and safeguarding information (a timely and speedy meeting to be held between the Head Teachers)
- Relevant medical information
- A recent piece of writing to be displayed in the Juniors
- Year 2 and year 3 staff to have a handover afternoon in which they will hand over a crib sheet (see Appendix 1) and any other relevant notes.
- Reading logs will also be passed on at the end of term.

### **Cross Phase Links**

To ease the transfer from the Infant to the Junior school the schools have developed a programme of 'Cross Phase Links'.

This includes a range of activities that the children are involved in to make their transition to Junior school as smooth as possible.

Typical activities include:

- From the start of year 2 children and parents/carers will be invited to events at the Junior School including productions, concerts, assemblies and showcases.
- Circle time to be held by Home School Liaison Worker dealing with concerns
- Year 3 staff to teach a science lesson/project with the year 2 children at the infants.
- Year 3 teachers to observe/team teach a Maths and English lesson at the Infants.
- Year 2 children to have lunch at the Junior School (with Parents)
- Year 2 children to write an information sheet about themselves for the year 3 staff to buddy them up with a year 3 child.
- Year 3 children to write an information booklet for the Year 2 children
- Year 2 children to experience 2 playtimes at the Junior School. One without other children, one with lower key stage 2.

- Year 3 staff to replicate some parts of the Year 2 environment for continuity.
- Year 2 children to have time in the Junior school with their new teachers to familiarise them with rules, routines and expectations.
- Year 2 to attend an assembly at the Junior School
- The Junior School to hold a selection of after school clubs for a number of weeks (4?) from 3.15 to 4.15 in the second half of the summer term. Infant School staff to take the children over and parents pick up from the Junior School. This will be confirmed during the summer term transition dates meeting.

### **Children with SEND**

As well as the activities outlined above, additional activities are planned to support the transition of our children with SEND and any other children we consider to be particularly vulnerable.

For some children, additional visits are set up, so that they can become more familiar with the layout of the school and build a better relationship with staff.

A transition book is also made for those children that need it. This includes pictures of their new teacher, their new classroom and other key parts of the school including the hall and playground.

During the Summer Term there will be a tea and cake session at the Juniors where parents of children with SEND can meet the Pastoral Team for a short session and ask any questions concerning support for their child. In the Summer Holidays, John Ray Juniors will open for a couple of days for all children with SEND to familiarise themselves with the Junior School and take part in a variety of activities and games with staff members. Parents will be informed by letter of the times and dates.

Approved by Governors.....

Date.....

Review Date: 3 YEARS