

DE LA SALLE COLLEGE



TRANSITION POLICY

“JESUS CHRIST IS THE SAME YESTERDAY AND TODAY AND FOR EVER.”

HEBREWS 13:8

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Policy Holder: Mr Mark White	Next Revision date: February 2026
Oversight Governor: Lisa Payn	Verification date: Lent 2024

Introduction

At De La Salle College Primary School, we endeavour to ensure a smooth transition for pupils between Pre-Reception and the Reception class, between EYFS and Key Stage 1, into KS2 and into KS3. Children and parents/carers need to feel secure and confident to face the challenge of starting school and the significant changes as they progress through their school life. We recognise that children are vulnerable at stages of transition. We implement a range of strategies and activities to ensure a smooth and happy transition.

Aims

- To provide a smooth transfer from home or Nursery to Foundation Stage and continuing throughout Primary and Secondary for both pupils and their parents/carers
- To ensure that the children's emotional well-being is a priority
- To ensure good communication between staff, parents and pupils
- To raise parents' awareness of school routines and how to support their child at school
- To provide a smooth and positive transition between all key stages and to ensure that assessment/personal information is effectively communicated

Foundation Stage (into Reception and Pre-Reception)

Nursery/home visits are made in the Ascension (Summer) term prior to the pupil starting in September. Useful transition information is gathered and the pupil has therefore met at least one staff member from the College.

New pupils and parents are invited into school for an afternoon to meet with key staff and to spend time familiarising themselves with the new surroundings. For Reception, these pupils are also invited to spend part of a morning in school without parents. This takes place during the time the rest of the pupils in school have their transition period.

A parents/carers' information meeting is arranged in the Ascension term prior to the child starting the College. The EYFS is introduced, as well as practical information such as school times and how parents/carers can help their child to settle in the Foundation Stage as quickly as possible. At this meeting, all parents of new pupils are also welcomed by the PTA and encouraged to purchase essential equipment. The Foundation Stage staff work closely with parents in order to cater for individual needs and abilities, and to ensure children are familiar with staff. Parents of pupils of other ages are given further information for KS1 and KS2.

During the school year, numerous opportunities are given for Pre-Reception children to mix with Reception children and to get to know Reception staff. Shared Golden Time and an Ascension term trip are excellent examples of these.

Transition from Reception into Key Stage 1

We recognise that all children are unique and reach different stages of development at different times. Entry into Key Stage 1 is, therefore, an important transition. There are a number of strategies to ensure that the move from Reception into Key Stage 1 is a smooth and happy one for the children.

The following strategies are embedded in order to ease transition:

- Circle time/PSHE discussions about moving to Year 1
- Ensuring that in Year 1 there is an appropriate balance of adult led activities and child-initiated activities to support children's learning needs in Year 1
- Story times with the Year 1 teachers in the summer term prior to Year 1
- A whole school transition time in July
- That staff meet to hand over personal, social information as well as results of formative and summative assessments, including learning journeys

Joining the College (From Pre-Reception to Year 6)

Any interested parent can book an appointment to view the school through the Admissions officer.

The Head teacher or senior member of staff will meet the parents, conduct the viewing and explain the registration and joining process. This will include "due diligence" actions by the College to ensure that the College has the capacity to provide for the child's needs.

All pupils who register to start school in Year 1 and above are invited to come into school for at least one "Taster" session where they can meet their prospective peers and join the class for learning time.

This enables all parties – parents, child and school – to make sure that it will be a successful move and ensure that due diligence practices have been followed.

Year 6 to secondary transition

Our boys in Year 6 are able to take full advantage of the opportunities that our College provides. They spend 50% of their learning time in Primary, developing their learning and leadership skills in familiar surroundings. They spend the other 50% of their learning utilising the specialist facilities and staff at the secondary school – from science in the labs to art in the studios. Staffing for Year 6 is provided by a lead teacher in the Primary School and a secondary coordinator. This provides them an excellent opportunity to extend their skills, and is a great springboard into their Year 7 learning. Integration with new boys to the College takes place during the 2 days in July set aside, island wide, for Transition.

Additional Support during Transition

All our efforts in the Primary school are to ensure transition, whether new starters or moves within the school, is as smooth and positive as possible for all pupils. However, we recognise that concerns of difficulties may arise.

In such circumstances, communication between parents and school is vital.

Within the Primary school, and depending on the age of the child or nature of the concern, issues will be addressed by one or more of the following members of staff:

- Pre-Reception Lead
- Head of Early Years / KS1
- Relevant class teacher
- Educational Needs Coordinator

- Head of Primary
- Relevant support will be provided by this person or a member of the Wellbeing Team.

Where the issue includes transition into Year 7 (Secondary school), the Assistant Headteacher who oversees Behaviour and Wellbeing may be involved.

At all times, parents may revert to the Concerns and Complaints Policy if they do not feel their concerns are being addressed properly.