

The Blue Coat School

Key Stage 2 to 3 Transition Policy

Introduction

Aims and objectives

- The Blue Coat School aims to provide a safe, secure and happy learning environment for students prior to and upon their arrival at Blue Coat School in Year 7. This is very important because it is crucial in ensuring that every student can achieve their full potential in Key Stage 3 before progressing to Key Stage 4.
- The Blue Coat School aims to provide all of its students with the highest possible standards of Pastoral care, information advice and guidance, in line with the national EVERY CHILD MATTERS agenda.

Transition Procedure

Stage 1 Pre-Transition

Once a parent has confirmed that they wish to accept the School's offer of a place the Blue Coat School will: -

- Contact each primary school requesting SATS levels, Teacher Assessments and any additional information that the primary school may wish to provide.
- Discuss any Safeguarding, Child Protection or Common Assessment Framework issues with the relevant primary school pastoral staff to ensure seamless transition and information sharing.
- Give parents the opportunity to request that any incoming student is placed in the same House as an older sibling.
- Provide an Information Evening for parents and incoming students (usually held on the third Monday of the final half term). This evening gives an opportunity for incoming students to: -
 - Meet their new Form Tutor.
 - Meet their Head of Year and Key Stage Manager.
 - Meet other members of their form.
 - Receive an information pack.
- Contact parents/carers of families who do not attend the Information Evening to ensure that they are, and feel, included in the Blue Coat School's ethos, and have an opportunity to air any concerns they have.

- Allow all incoming students to spend a day In Blue Coat as part of the common induction programme.

Stage 2 Post Transition

Once students have transferred to Year 7 Blue Coat School will: -

- Provide a separate recreational area exclusively for Year 7, (Known as the Year 7 Quad).
- Allow Year 7 students to go to Lunch 10 minutes early for the first week of the school year.
- Ensure a strong staff and prefect presence on the corridors at lesson change over in to give directions and provide reassurance to any anxious Year 7 students.
- Hold a Social evening for Year 7 parents to join the Parents' Evening while simultaneously staging a games evening for Year 7 students. (This evening takes place on a Friday evening in September.)
- Hold a Form Tutors Evening for Year 7 parents, Year 7 Form Tutors, Head of Year 7 and Head of Key Stage 3, to ensure any transition issues are identified and dealt with quickly. (This event usually takes place in the final week of the first half term, in October).
- Hold a Year 7 and Year 8 Disco (Provided by the Parents' Association) with the first term. (These events are extremely popular with Key Stage 3 Students).
- Ensure each Department completes a set of Effort and Assessment grades for each Year 7 student within the first term.
- Ensure Effort and Assessment grades are analysed by Pastoral staff with support provided where required in line with the School's intervention arrangements.
- Regularly review and evaluate, the transition arrangements in line with School's desire to provide the highest possible standards of pastoral care for all of its students.