



Lees Hill C. E. Primary School

Transition Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2017

Name: Mary Alston

Position: Chair of Governors

Next Review Date: May 2020

AIMS & OBJECTIVES

Lees Hill Church of England Primary School is committed to providing children with the smoothest possible transitions. Key transitions include starting school, moving class and moving to a new school.

THE ROLE OF PUPILS

Children will be expected to participate in the opportunities provided for transition and communicate with relevant staff and children.

THE ROLE OF STAFF

The school promotes opportunities for children to experience their new environment, and encourages them to participate in a range of activities. School will liaise with relevant adults currently working with the children and those who will do so in the future. This can include teachers, parents, support staff and other agencies. Approaches will vary according to the needs of the child; these may include supported visits with a familiar adult and/or phased sessions.

THE ROLE OF PARENTS / CARERS

Links with the wider world and parental involvement are actively sought. Parents and carers will be given opportunities to attend transition meetings and receive relevant information in order to support the process.

Parents will be expected to support their child through transitions. They are encouraged to be proactive in supporting their child through transitions, both physically and emotionally to reduce any anxieties.

MONITORING

The school is responsible for overseeing transition activities, to monitor their effectiveness and adapting these where necessary.

THE ROLE OF THE GOVERNORS

It is the responsibility of the Governing Body to monitor the effectiveness of this Transition Policy. The Governing Body does this by:

- Requiring the Headteacher and staff to monitor the transition process for relevant pupils.
- Requiring the Headteacher to report directly to the Governors at the first meeting of each academic year or as appropriate.

REVIEW

This policy shall be formally reviewed by the Governing Body on a three yearly basis, or sooner if there are significant changes.

