

# **Cults School Transition Policy**



**ELC – P7**

## What is a transition?

*Transitions are the moves children and young people make from home to an early learning and childcare (ELC) setting, from there to primary, from stage to stage, from primary to secondary, between schools and from secondary to further education and beyond.*

*Transitions and changes are part of everyone's life. The vast majority of children and young people look forward to moving on. However transitions can be challenging and support from parents and staff can help transitions go more smoothly.” [Education Scotland](#)*

To ensure that learners transition from stage to stage and to other learning environments is coherent and seamless, it is vital that relevant information about learners, their attainment and achievement is shared with the appropriate staff. The following policy details information-transfer procedures for staff to adhere to. These procedures will be reviewed annually.

Underpinning our transition process are the UNCRC rights for children and our aim is to get it right for each child.



## Key features of transition at Cults ELC and Primary School

- Establishing positive relationships between learners, and between learners and school staff.
- Two Meet the Teacher sessions are held in Term 4 for the next school session for P2 – P7 learners.
- As part of the Health and Wellbeing curriculum, learners in ELC – P7 classes will engage in learning focussed on change, how they feel and to support them in preparing for moving forward.
- Virtual school tour available online and in person tours available in advance for new learners and families.
- Transfer of information documents shared between relevant staff during transition meetings, which are planned into the school collegiate working time agreement.
  - Transfer of information documents include information on; medical needs, additional support needs, tracking and attainment information, previous classwork shared including learning journeys, progress made within the curriculum including prior learning, previous reports where available, supports in place and general information.
  - Information regarding any additional support needs, including most able, will be shared such as CSPA, Individual Education Plans, Child Plans, Person Centred Risk Assessments, barriers to behavioural/emotional/social development and supports in place, Support for Learning groups etc.
- Depute Head Teachers of each unit liaise to share relevant information and discuss learner needs that are new to their department. The Depute Head Teacher of the new unit may also be invited to join meetings prior to transition where required.
- Collaboration with stakeholders and where necessary, external agencies.

- Establish routines, expectations and relationships during a planned 2 week 'getting to know you' period at the start of each new school year and revisited when learners join throughout the school year.
- Medical/dietary needs are updated at the start of term by Parents/Carers. Medication is moved to the learners new unit, where needed.

## **Transition for learners with Additional Support Needs (ASN)**

Cults Primary School use and follow Aberdeen City Council's ['Guidance on Planning Transitions: Transition Arrangements for Children and Young people with Additional Support Needs.'](#)

Targeted interventions are arranged for learners with ASN or who are at risk of not making a successful transition. This could involve but is not limited to, an early introduction to new learning environments, transition passports, the playground, staff or transition meetings. Interventions are relevant to the age and stage and pupil voice is considered.

## **Into ELC, ELC – Primary 1 and Primary 7 – S1 Transitions**

All transitions are key, however there are two significant transition stages. At these transition points, an additional programme of transition activities is planned. We recognise that for our learners and families alike, these significant transition points can bring a mixture of feelings. Our transition programmes aim to help prepare learners and families to cope with change.

At Cults Primary School, for Into ELC, ELC – P1 and P7 – S1, our programmes may also include:

### ***Into ELC***

- An ELC website to communicate up to date information and resources to support transition.
- A phased start is used for our youngest learners in ELC to help them settle in, with the inclusion of Parents/Carers.
- An ELC Parent/Carer Induction Evening.
- Additional supported visits to new settings for individual learners identified to be at risk of not making a successful transition.

### ***ELC – Primary 1***

- A P1 website to communicate up to date information and resources to support transition.
- A series of relevant, planned transition events involving learners and families will begin in a timely manner prior to the beginning of the academic year.
- A carefully planned phased entry is used for our new P1 learners to build up to full days.
- A P1 Parent/Carer Induction Evening.
- Visits to all partner nurseries for learners to meet a staff member prior to transition.
- Additional supported visits to new settings for individual learners identified to be at risk of not making a successful transition.
- Buddies carefully identified for learners in P1 and information on buddies shared prior to starting P1.

### ***Primary 7 – S1***

- A P7 website to communicate up to date information and resources to support transition.
- A series of relevant, planned transition events involving learners and families will begin in a timely manner prior to the beginning of the academic year.
- Additional supported visits to new settings for individual learners identified to be at risk of not making a successful transition.
- P7 Leavers Assembly.