

# Overdale Schools



Overdale Junior School  
Working together, Learning together

## Key Stage 1 to Key Stage 2 Transition Policy

### **Context**

The governing Bodies of Overdale Infant and Overdale Junior Schools are fully committed to the welfare of each child. Care is given to each stage of the child's transition to, through and beyond our schools. As both schools are a part of the OAK academy trust we both follow the same ethos and have a high regard for the same values.

### **Aims of this policy**

Entering a new situation (e.g. a new classroom and a new teacher) can be a stressful time, and some points of transition e.g. Key Stage 1 to Key Stage 2, can be especially so due to the change of school building and difference in curriculum expectations. Rapid change can lead to insecurity and stress. Children under stress may become withdrawn and unresponsive or demonstrate inappropriate behaviour. Both extremes can inhibit learning. It is therefore the aims of this policy to:

- Promote the smooth transition of children at the start of a new setting.
- Prevent and alleviate stress
- Promote continuity of teaching and learning

### **Key principles on which we operate:**

- The collection of information prior to the children starting in a new setting will be in co-operation and partnership with parents, existing staff, receiving staff and, where appropriate, with the child.
- Discussions and collection of information will focus on the whole child and not just child development or academic achievement. I.e. routines, interests, family unit, relevant medical information alongside any additional needs.
- Timescales for transition are variable to meet the individual needs of the child.
- Other relevant information e.g. social care issues, special educational needs, looked after child etc. (all compliant with Data Protection Act.) will be shared on a 'need to know' basis.

## **Key Stage 1 – Key Stage 2**

Smooth transition from the Infant to Junior School will be encouraged by:

### **Transfer of records documentation to include:**

- End of year reports
- Test results from end of Key Stage 1
- Validated end of key stage assessment details (English, maths and science)
- A.E.N details (Inc. – IEPs, G&T, etc.)
- Individual information for each child.

### **Programme of events to ease the transition process, as follows:**

- Year 2 Children to attend after school 'Fun-tastic' Club at Overdale Junior School. Staggered across 3 half terms with 15/16 children attending in each group. The most confident children will be chosen to attend first.
- Moderation of work between Key Stage 1 and Key Stage 2 staff in February and June.
- Year 2 teachers to visit classes during Autumn Term 2 and Spring Term 1.
- Year 3 teachers to visit classes during Spring Term 2 and Summer Term 2
- Year 2 children and staff to attend Year 3 class assemblies on a Wednesday morning at Overdale Junior School during Spring Term 2.
- Year 3 Children and staff to attend the Year 2 end of year performance at Overdale Infant School
- During the Spring Term Year 2 children will use the playground at Overdale Junior School every 2<sup>nd</sup> week for playtime 10.45-11.00
- During Summer Term 1 Year 2 children will attend Year 3/4 assembly at 10.30 and stay for playtime with Year 3/4 afterwards.
- Year 3 children will make a booklet about Overdale Junior School to send to Year 2 children in Spring Term 2.
- Groups of Year 3 children will visit Year 2 classes to allow Year 2 children to ask questions about the transition.
- In the Summer Term year 2 children will begin to visit Overdale Junior School to walk around the grounds and building.
- The Head Teacher of Overdale Junior School will begin to deliver assemblies at Overdale Infant School during the Summer Term.
- Year 2 children will be given a 'buddy' in Year 4 (who will then be in Year 5 when Year 2 children become Year 3) during the Summer Term.
- During the Summer Term 2 there will also be a range of transition activities including:
  - Overdale Junior School will host an information evening for current Year 2 parents. Year 2 teachers will attend this meeting.
  - Overdale Junior School will begin parent tours for current Year 2 parents.

- Year 2 and Year 3 teachers will meet to discuss the transfer of information.
- Year 3 teachers will visit their own Year 2 class for September.
- Children with SEND will visit Overdale Junior School to join a specialised transition programme.
- Year 2 children will take part in transfer day spending a whole day in their new Year 3 class.
- Year 2 children will be given an 'all about me' booklet to complete for their new Year 3 teacher.

### **Equal Opportunities**

We recognise that for some children e.g. with special education needs, looked after children, with English as an additional language, bereaved children; transition may be a very stressful period of time that can affect their progress. Hence we will ensure we identify those children requiring attention/support, whatever their race/colour/gender/beliefs, at an early stage and ensure that the receiving teacher is made aware of this.