

**Netherhall School**

*An Ambitious, Caring Community*



# Year 6-7 Transition Policy

**Adopted by Netherhall School Governing Body**

**On August 2023**

**Signed:**  **Neil Watt, Chair of Governors**

**Date by which the procedure was last reviewed: August 2023**

**Anticipated review date: August 2024**

## **Equality Act 2010**

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition, we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

## **Timeline and Aims:**

- **September - October:** Our transition programme begins in the autumn term with a series of visits to local feeder primary schools by the Deputy Headteacher and members of the SLT, who issue the school prospectus to students and provide a formal invitation to our Year 6 Open Evening. The open evening takes place in mid-September and features an introductory presentation by the Headteacher and Deputy Headteacher along with a tour of the school, where year 6 students and their parents have the opportunity to visit all departments within the school and to ask any questions they may have.
- **Late October:** Deadline for year 6 parents to complete their secondary school options form with the LA.
- **Late March:** Allocations for our new year 7 cohort are received from the LA.
- **April – July:** A full programme of transition activities and taster visits takes place throughout this period to ensure that all students are fully prepared to begin their studies in the autumn term. All year 6 students are offered a pre-induction day visit, a full induction day and a post-induction day visit to ensure they have the most effective transition, while further extended transition is also provided to students with additional pastoral and SEN. Effective communication and close links have been established between Netherhall School and the year 6-7 transition teams from each of the local feeder primary schools to meet the needs of individual students.

## **Visits to feeder primary schools and taster sessions at Netherhall School from May-July:**

The Deputy Headteacher with responsibility for transition is joined by the new Head of Year 7 to visit each feeder primary school in early May, prior to the initial year 6 transition visits to Netherhall School in late May-June and before the formal Year 7 Induction Day and Evening events in July to meet our new students and make a presentation to them on life at Netherhall School, while also answering any questions students may have to enable a smooth transition. Ahead of the visits to feeder primary schools, teacher transition sheets are completed for each student to assist with putting new form groups together and in terms of setting classes, collecting key academic information such as each students' reading age and performance in core subjects, while also taking note of each students' interests and character.

Transition visits to Netherhall School from our feeder primary schools for taster lessons take place in May-June prior to our Year 7 Induction Day and Evening Events in July and are complemented by post-Induction Day visits from those primary schools who require further extended transition sessions for their year 6 students, while further English and maths sessions are made available to support the transition and progress of both the most and the least able students who will join us in the autumn term. Students will complete an introductory questionnaire to provide extra information on their hobbies and interests for their new form tutor to learn more about them at the Year 7 Induction Day ahead of the start of the autumn term.

## **Year 7 Prospectus and Induction Booklet**

These documents are updated yearly and issued to students and parents to ensure all key aspects of the transition to Netherhall School are clearly explained. Key areas covered include:

- Values and ethos.
- The school day.
- Curriculum.
- Attendance.
- Uniform.
- Data.
- Homework.
- Settling in at Netherhall School.
- Interventions.
- Extracurricular and enrichment opportunities.
- Leadership opportunities.
- Code of conduct.

## **Data and Permissions Form Requests**

Data and permission form requests are issued electronically to parents in April to enable all key information to be uploaded to SIMS by our office staff prior to the start of the autumn term.

## **Assessment Data from Primary Schools and the LA and Teaching Sets**

Students are set according to academic ability at Netherhall School once assessment data is received from the LA in the Summer Term. This data from feeder primary schools enables students to be taught in sets that will ensure they make the greatest progress they are capable of; teaching sets are changed according to the performance of students throughout their time at Netherhall School.

## **Year 7 Induction Day and Evening Events**

The formal Year 7 Induction Day and Evening events are held in early July. Following the introductory transition visits to primary schools and year 6 taster lesson visits to Netherhall School between May-June, students are invited to spend a full transition day with us at Netherhall School. Students will be allocated to their new tutor groups and spend the morning with their new tutors before going on to spend the rest of the day experiencing a range of lessons with their new teachers. Students spend the day getting used to the layout of their new school, learning the new protocols for lunch times and getting to know the rest of their year group. In the evening of the induction day, students and their parents are invited into school to enjoy an introductory presentation by the Headteacher and Deputy Headteacher, before visiting a series of

presentations on safeguarding, literacy and the use of Edulink at Netherhall School with their child's new form tutor, meeting staff and having the opportunity to ask any further questions they may have ahead of their son or daughter's full transition to us in the autumn term.

### **SENCO Liaison with Primary Schools and Extended Transition Arrangements**

Throughout the transition process, the school's SENCO will liaise with feeder primary schools and the parents of key students to ensure extended transition arrangements are in place where necessary, so that all students are fully prepared for the start of their studies at Netherhall School in the autumn term. The SENCO and DSO ensure that students' files from their primary schools are received and that any actions are addressed.

### **Summer School**

A programme of summer school activities will be held over a 2-week period during the fourth and fifth week of the summer holidays each year for all our new year 7 students to have the opportunity to take part in. A wide range of activities will take place to cater for all of our new students' interests and enable them to get used to the school, meet many of their teachers and make friends with their peers who will join us from a wide range of local primary schools. The experience will ensure the smoothest possible transition to Netherhall School and enable the best possible start to the autumn term for our new year 7 students.

### **Open Communication**

Throughout the process of transition to Netherhall School it is the key aim of the school to ensure clear communication with local primary schools, students and their parents at all times to ensure the smoothest transition to our school, looking after the emotional wellbeing of all students and enabling them all to realise their significant potential when they begin their studies with us.