

The Wren School

Primary Liaison and Transition policy

Purpose and Background

Moving to secondary school with new teachers and friends can be a stressful time. The Wren School's mission statement is that:

*Each child, regardless of background,
will receive a world-class education and
be nurtured, challenged and inspired to aim high.*

The Wren School believes that this process begins at transition and will be enhanced by working collaboratively with our feeder primary schools in order to develop understanding and mutual support. Through this policy and its linked documents, The Wren School aims to improve continuity and progression for our students, making their transition from key stage 2 to key stage 3 as smooth as possible to ensure that all students continue to make progress.

This policy takes account of all relevant legislation.

Policy objectives

The Wren School's primary liaison and transition policy will endeavour to;

- Promote continuity and progression in learning across the curriculum;
- Build on the skills and knowledge gained in primary school;
- Improve self-esteem and motivation;
- Enable teachers from both phases to learn from each other to improve continuity between key stage 2 and 3;
- Share data to improve consistency in tracking of students.
- Ensure students are given the best possible start to life at The Wren School

Management of the policy

School	This policy is implemented and managed by the Headteacher, working with the Assistant Headteacher and Key Stage 3 Leader.
Governing body	The Governors' teaching and learning committee will review and update this policy annually in line with all relevant legislation.
Approval	Updated and approved by Governors Teaching and Learning committee - November 2018
Next review due	November 2019

Associated policies

Admissions policy

SEN/D policy

Practice and procedures

Transition

We offer an open evening during which parents/carers can look through examples of students' work, tour the school and listen to a talk from the headteacher and other key members of staff about our ethos and vision. We also offer small group and individual tours throughout the month of October by appointment at our open mornings. There are year 7 students on hand to share their experiences of their first year at The Wren School and older students to offer tours to prospective students and their parents/carers.

Once a year 6 student has been offered a place at The Wren School for the following September, a welcome letter will be sent to the parents/carers inviting them to complete the admissions form (see appendix 1) and to return it to the school.

The key stage 3 leader, year 7 leader or other senior school staff will aim to visit the primary school of each year 6 child who is transferring to the school. During these visits, information will be gathered about the strengths and individual needs of each student. In addition, the visit may provide an additional opportunity for the students to meet a member of staff from The Wren School and to ask questions. All of this information is collated and passed on as appropriate, for example to new subject teachers. We will use this information to ensure we can meet the learning needs of each individual student, including those with special educational needs or disabilities, who may need additional support. In the Summer term, The Wren School invites prospective year 7 students to participate in after school clubs, e.g. science, sport, Spanish, art, as well as additional activities, e.g. participating in the end of year school show, at the school.

We hold a year 6 incoming parents evening for parents/carers in July each year. This will allow an opportunity for parents/carers to meet the pastoral team as well as senior leaders at the school.

In addition to this, year 6 students will come to us for a 'transition day' in the summer term. During these days, the students will be given the opportunity to meet other students in their year group, develop relationships with their future peers and give staff an insight into each child's personality, to aid form group selection. Lessons and team building activities will take place throughout the day to give the students some insight into secondary school life.

For some students, e.g. those with additional needs, individual meetings between parents/carers, students and an appropriate member of staff, e.g. SENDCo, form leader will take place. Additional transition visits will take place in order to aid their familiarisation with the school prior to starting with us. During these visits, they will complete projects run by the school which help prepare them for life at The Wren. It also helps to ensure the transition from primary to secondary is a smooth one.

A settling in report will be provided to parents/carers at the end of their child's first term at The Wren School. This is followed by a 'meet the form leader' evening during term 2; this is when parents meet with their child's form leader to discuss progress and targets for the future. There will also be an opportunity to meet with each subject teacher during parents' evening later in the year.

Primary Liaison

Each year, the key stage 3 leader will liaise with feeder primary schools to ensure a smooth transition for year 6 students. As well as transition for year 6 students, we like to build further relations with our main feeder schools via other provision and collaboration. Some examples of this are; Wren teachers teaching one-off lessons in their own specialist subjects in requested primary schools, after school clubs and 'taster days' for primary school students (Wren students sometimes accompany teachers during these visits); sharing of resources. The Wren School would also like to use the incredible facilities it has to invite primary schools to use them e.g. running sports tournaments, teaching lessons using the specialist facilities that the school can offer. Students from our local feeder schools, as well as the staff and parents, will be invited to attend some Wren School events, e.g. school concerts and shows and a technology based day for year 3 students, focusing on a project about 'big builds'.

The purpose of the taster sessions are for students to see the difference in expectations and content and to experience our thematic curriculum first hand. The after-school sessions allow students to come to The Wren School and sample our facilities and provide opportunities to further extend their love for learning in specific subjects. It also enables them a further opportunity to accustom themselves to their new surroundings, which in turn helps to relieve anxiety prior to start date.

The Wren School will also offer Continual Professional Learning and training opportunities for primary school staff. This could be in the form of network meetings, subject specialism meetings and NQT support. There will be opportunities annually for primary school headteachers and their representatives to visit The Wren School, to meet with past students and to learn about the opportunities that The Wren School can offer, both in terms of personnel and facilities.

Through doing this, we hope to maintain strong relationships with our feeder primary schools and build positive relationships with our new students and their parents which will continue well into the future.

Associated documents

Curriculum statement

Appendices

Appendix 1 – Admission form



Please complete this form with black ink using block capitals

STUDENT NAME	Forename:	Surname:
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ADMISSION FORM THE WREN SCHOOL

PLEASE RETURN AS SOON AS POSSIBLE

The Wren School
61-63 Bath Road
Reading
Berkshire
RG30 2BB
0118 9591868

IMPORTANT NOTE: Communication:

The school policy is to use e-mail to send routine information, letters and newsletters home to parents/carers. This information will be sent to the person we have registered as '**Contact No.1**' as completed on this form unless otherwise stated.

We also use mobile phone data for the purpose of sending text messages to inform of lateness, absence and for urgent whole school messages. Therefore it is really important that we are kept informed of any changes to mobile numbers and e-mail addresses.

Please complete this form with black ink using block capitals

Student Details

SURNAME:		FORENAME:	
Date of Birth:		Gender: Male / Female <i>(delete as appropriate)</i>	
House Name:		House No:	
Street:			
Town:	County:	Postcode:	
Name of previous school:		Date of admission to that school:	
Country of Birth:			
Nationality:			
Siblings			
Name:	Date of Birth:	School attended by siblings:	

Ethnic Origin (please tick)

- White British White African White Asian Black African Mixed Caribbean Chinese
 Indian Pakistani Irish Gypsy/Roma White Traveller Irish
 Other Asian Background

Other (please specify)

Asylum Status (please tick if applicable)

Asylum seeker Refugee

Religion (please tick)

Christian Church of England Catholic Hindu
Muslim Sikh No Religion
Other (please specify)
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Traveller Status (please tick if applicable)

Gypsy/Roma (Housed) Gypsy/Roma (Travelling) Occupational (Traveller) Traveller (Other)

SEN/D Status (please tick if applicable)

Does your child have a Statement/EHCP
Does your child have a Special Educational Need or Disability Yes No

If Yes – please state
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Has Your Child Been Educated In Another Country? (please provide as much detail as possible)

Country	School Name	Dates	Age (from/to)
Subjects		Languages	

Parent/Carer Details

Armed Forces: is either parent currently serving in the armed forces: Yes No

Salutation to be used on all correspondence: (e.g. Mr and Mrs Smith or Mr Jones and Ms Smith)

Contact 1 Please note – this is the main contact who will receive text messages and e-mails from the school	Please state relationship to child i.e. (mother, father, carer, other)	Is this student a Looked After Child (LAC)? Yes/No
		If yes, please state Local Authority

	Do you have Parental Responsibility? Yes/No	Is there a Court Order for this student? Yes/No
Mr/Mrs/Miss/Ms/etc	SURNAME:	FORENAME:
Address (if different from above)		
Mobile:		
Home:		
Work:		
E-mail:		

Contact 2	Please state relationship to child i.e. (mother, father, carer, other)	
Mr/Mrs/Miss/Ms/etc	SURNAME:	FORENAME:
Address (if different from above)		
Mobile:		
Home:		

Work:	
If you would like Contact 2 to receive text messages and emails from the school as well, please provide an email address:	

Additional Emergency Contact (In case parents/carers not available)

Contact 3	Please state relationship to child (auntie, uncle, grandparents etc)	
Mr/Mrs/Miss/Ms/etc	SURNAME:	FORENAME:
Mobile:	Home:	Work:

GP Details

Doctor's Name:	Telephone Number:
Surgery Address:	

First Language

Please state which language is spoken at home (1st language)
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Travel Arrangements (please tick one box only)

Please select usual mode of travel to school from the list below. If your child uses different, or has more than one mode of travel throughout the year, please choose the most commonly used or the longest element of the journey to school

Car/van Car share Public Bus Walk Bicycle Train Taxi
 Other (please specify)

Photographic/Video Permission

Please tick the box if you **DO NOT** give consent for photographs/video of your child to be used to celebrate success through publication in newsletters, on the school website, in promotional materials and, occasionally, in the public media.

Please note: Photos may also be used as part of display materials in corridors and for staff training purposes. When images are published, the school will ensure that the young people cannot be identified by their names. I understand that this consent is considered valid for the entire period that my child attends this school unless I notify you otherwise and in writing.

Sex and Relationships Education

According to SRE Guidance (DFES) 2000, parents have the right to withdraw their children from all or part of the sex and relationships education provided at a school except for those parts included in the Statutory National Curriculum.

If you wish to exercise your right to **withdraw** your child from Sex and Relationships Education, please tick this box

Catering Provision

I would like my child to have a school meal Yes No
 My child will bring a packed lunch daily Yes No
 My child is eligible for Free School Meals Yes No
 Has your child ever received Free School Meals Yes No (if yes, please provide dates, and
 if possible, at which school

Medical Information

Medical Conditions (Please list)	Please list details of any medication taken regularly. (Please use a separate sheet if necessary)	Tick here if medication needs to be kept in school	Does your child suffer from any allergies? (e.g. Nuts, wasps etc) YES / NO If yes, please give details:-

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Does your child carry an auto injector pen e.g. Epi pen? Yes No

If 'Yes' we will need to keep an additional one in case of emergencies.

(Please make sure the epi pen is named clearly and in date. This will need to be given to the school office on the student's first day)

Does your child carry an Asthma Inhaler? Yes No

If 'Yes' we will need to keep an additional one in case of emergencies.

(Please make sure the epi pen is named clearly and in date. This will need to be given to the school office on the students first day)

We **DO NOT** keep any medication in school other than paracetamol painkiller. If you are happy for your child to be given **ONE** tablet as non-emergency pain relief, please complete the following.

(Please inform your child that we will only give pain-relief of this kind at **break or lunch-time**).

I consent that my child can be given one paracetamol tablet in school for his/her comfort if the school thinks it is appropriate.

Yes No

I give my permission for emergency first aid to be given if deemed necessary by a trained first aider.

Signed:

(Parent/Carer)

Please state any restrictions you wish to place on emergency medical treatment:

I am aware that it is my responsibility to keep the school informed of any changes to the above-named child's medical conditions.

Consent for Local 'Off-Site' Activities

You will be aware that some of our work with the students takes us out of school into the local environment. Students accompanied by teachers and/or other appropriate adults might visit Prospect Park, be involved with a traffic census, or may walk to a local library, for example. All of these activities are appropriately supervised. This agreement does not replace the need for information about special educational trips which we will offer throughout the year and for which we will always ask for separate additional consent. This approval is for occasional, local and sometimes spontaneous outings.

I have read the above regarding local 'off-site' activities and understand the type of activity that is referred to. Please tick that you give consent and agreement for your child to participate in these activities.

Please tick box:

Agree Disagree

Unexpected School Closure e.g. severe weather

The procedures we have put in place in the event we would need to close the school due to severe weather.

A notice will be added to the school website with updates throughout the school closure;

A text and email message will be sent to the primary guardian immediately a decision has been made (please ensure the school is made aware of future changes to mobile number and email addresses).

If a decision to close the school due to severe weather is made during school hours, a text/email message will be sent to the primary guardian.

Please indicate below how your child would leave the school site in the event of a severe weather closure during school hours.

I give permission for my child to leave the school site on their own

I will collect my child

I give permission for my child to be collected by persons listed below (must be over 18).

Name	Relationship to Student	Contact number

Declaration

I confirm:

- I/We have provided all the relevant information on this application form.
- The details I have given on this form are correct.
- I/We are aware that it is mine/our responsibility to keep the school informed of any changes to the above-named child's admissions form.

Signed: _____ Date: _____
Parent/Carer