

The Bellbird Primary School



Transition and Liaison Policy

January 2023

(To be reviewed January 2025)

Transition

Aim: The Bellbird Primary School aims to ensure smooth transitions for all children: from pre-school to the Reception class in our EYFS; from Reception to Key Stage 1; from Key Stage 1 to Key Stage 2; and from leaving The Bellbird onto secondary school (mainly Sawston Village College – hereafter written as SVC).

This is achieved through

- Regular meetings between all staff
- ‘Getting to Know You’ sessions for pre-school children and liaison with pre-school staff
- Meetings between teaching staff and SENCO when children move up to the next year group
- “Meet-the-new-teacher” morning for pupils in July
- Comprehensive records kept, shared and given to next class teacher including: termly pupil progress meetings, pupil notes from Target Tracker and formative assessment notes
- Whole school policies that allow children to have a secure framework in which to learn and that ensure there is continuity and progression
- Liaising with secondary school staff (termly through the heads cluster and then with focused transition meetings in the Spring and/or Summer terms)
- Opportunity for Year 6 parents to meet a member of SVC management in the Autumn term
- Summer visit to Year 6 by SVC teachers in order to (i) share information about SVC (ii) have 1-to-1 meetings with children (iii) have 1-to-1 meetings between class teacher and SVC staff
- Individual meetings with specialist staff at secondary schools to ease transition and have early conversations for those children with SEND
- Opportunities for children attending other secondary schools to have 1-to-1 meetings with a member of staff
- Year 5 taster day at SVC
- Year 6 transition day at SVC and extended earlier transition to SVC for pupils who are in need of extra support
- “Taster” lessons in Summer term of Year 6, led by various departments from SVC
- “It’s Your Move” transition session for Year 6, led by GenR8
- Transition taught and explored by Year 6 teachers in Summer term as a PSHE topic; secondary school project-based topic in Summer term in Year 6

Liaison

Aim: The Bellbird Primary School aims to have close liaison with all stakeholders, outside agencies, the community and groups involved with the school to achieve the very best for our children.

This is achieved through

- Termly meetings and monthly updates from the wrap around care provider: Premier Education
- Cluster meetings with feeder schools and SVC
- FAB meetings held in school and attended by members of staff
- Whole-school events led by staff, inviting the community into The Bellbird

- Annual visits to local areas (e.g. Christmas services at local churches, visits to retirement homes, visits to the Challis house museum and other local sites)
- Newsletters
- School website
- School twitter account
- Headteacher articles in Sawston Scene
- Involvement with Locality teams

This policy was updated: January 2023

This policy will be reviewed: January 2025