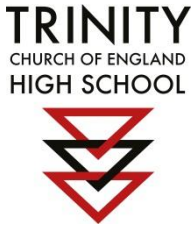


TRANSITION POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Head and Leadership Team
	Approved by:	Head
	Date approved:	June 2025
	Date adopted:	1 st September, 2025
	Next review due by:	End of 2027/28 academic year

AIM/PURPOSE

The aim is to ensure that students are able to move from primary school to Trinity as successfully as possible and are welcomed into a safe, secure, caring and happy High School environment.

GENERAL PRINCIPLES

Trinity provides an inclusive school where children can reach their full potential. Consequently, the concerns of pupils and parents are at the centre of our transition process.

Our principles concentrate on the following;

- Planning should be based upon information gained from the previous school relating to all aspects of each student including background, attainment, strengths and areas of difficulty. Important information from primary schools and parents, incorporating Key Stage 2 results, is distributed to staff prior to students starting at Trinity in September.
- Styles of teaching and learning should meet the needs of the students and build upon prior attainment.
- Transition should motivate and challenge students and encourage them to make progress from the outset in Year 7.
- Allocation of staff and form groups should pay particular attention to the individual needs of the students.
- Trinity values the individual; this is central to our ethos.

TRANSITION TO TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- The families of Year 4, 5 and 6 students are invited to attend open mornings in September and October where parents and prospective students meet the Head, tour the school and visit lessons. An Open Evening takes place in September.
- Following the allocation of places on 1st March, all primary schools from which Year 6 students will join Trinity are contacted for initial information about the students. Members of the transition team communicate with each primary school and teachers about the students, finding out as much relevant information as possible about them.
- In the case of students with Education Health Care Plans, Individual Health Care Plans or those with additional Special Educational Needs, the SENCO or a member of the SEND team visits the primary school. They make preparations for support to be put in place during the transition process and for the students' arrival to Trinity in September.
- In June or July, Year 6 students attend a 'New Intake Day', where they experience a range of activities. The days are organised by the Head of Transition, who is supported

by the Head of Year and Assistant Head of Year. Students are provided with lunch and refreshments at break time.

- Year 6s and their parents are invited to attend a 'New Intake Evening'. At the meeting, the important information needed for September is finalised. A copy of the Parents' Handbook, containing information needed for a positive start to life at Trinity is available on the website and parents/carers are signposted to this. Hard copies are available on request.
- To further aid the transition process following the main 'New Intake Day', students who fall under the remit of the SEND team are invited into school for extra transition sessions.
- A 'Summer School' for students is held during the first week of the summer holiday. This is organised by an appointed 'Summer School' Leader and line-managed by the Head of Transition.
- When students arrive as Year 7s in September, following the Head's "welcome" act of worship, they meet their Form Tutor and the other students from their form before starting lessons. They are expected to be 'on-site' at 8.15am in order that the first day can officially start the assembly at 8.30am. They then spend time with their Form Tutor, familiarising themselves with their new environment before beginning lessons.
- The main transition process lasts for the first two weeks of the school year. During this time, Teaching Assistants are assigned to Year 7 lessons to provide support and identify any areas of concern. The Head of Transition, Head of Year and Assistant Head of Year are available to deal with any concerns that parents, students or teachers may have. Parents are encouraged to contact school at the earliest opportunity if they have any queries.
- During the transition process, students will understand the school's IT (Acceptable Student Use) Policy for students, which includes social media and it will be made clear about the consequences of mis-use.
- During the first two weeks at Trinity, students will take the NFER Cognitive Ability Tests. These are used to identify potential strengths and/or areas of difficulty.
- An opportunity for parents and carers to meet with their child's Form Tutor takes place at the beginning of October. This is a chance to find out how their child is settling and to ask questions.
- A Transition Curriculum is timetabled throughout Year 7 to empower students to develop resilience, foster positive behaviour, embrace a safe and healthy lifestyle, build a strong sense of belonging, and cultivate meaningful relationships, enabling them to flourish and thrive throughout their high school journey.
- Throughout Year 7, Form Tutors monitor the academic progress of students in their care as well as dealing with pastoral issues. Tutors aim to build positive relationships with parents and should be the first point of contact. An Assistant Head of Year is assigned to Year 7 to help and guide them through their first year at Trinity.

MONITORING AND EVALUATION

The success of the transition provision is monitored by the Deputy Head (Student Support), in liaison with the Head, the Head of Year and Assistant Head of Year, and recommendations made to the Head.

Any changes to the policy will be approved by the Head.