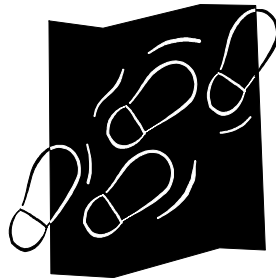


Launceston Area Schools

Transfer Policy



LAUNCESTON AREA SCHOOLS TRANSFER POLICY

The Schools listed in this partnership have agreed and accepted this policy to determine the procedure for the successful transfer of pupils from Key Stage 2 to Key Stage 3.

1. Launceston Community Primary
2. St. Stephens Community Primary
3. St. Catherine's C of E Primary
4. Lewannick Community Primary
5. North Petherwin Community Primary
6. South Petherwin Community Primary
7. Werrington Community Primary
8. Boyton Community Primary
9. Egloskerry Community Primary
10. Tregadillett Community Primary
11. Altarnun Community Primary
12. Trekenner Community Primary
13. Coads Green Community Primary
14. Warbstow Community Primary
15. Lifton Community Primary

This policy was implemented:

Autumn 2004 and will be reviewed annually.

SUCCESSFUL TRANSFER

This policy will :

- allow the pupils to move into the secondary phase of their education with confidence
- allow parents of transfer children to be involved and aware of procedures so that they can encourage their children to be positive about going to secondary school.
- enable Year 7 teachers to obtain a secure knowledge of Year 6 pupils' achievements so that in all areas of the curriculum appropriately challenging work is set.
- enable Year 6 teachers to develop an understanding of the knowledge, understanding and skills required for the pupils to cope successfully with Key Stage 3 of the National Curriculum.
- enable the secondary teachers to become fully aware of the needs of pupils with special educational needs, across the full ability range, and receiving all necessary records from their primary partners.
- follow the agreed timetable of information transfer between the primary schools and secondary school at relevant times.
- Promote positive liaison between primary and secondary phases. (Visits from secondary colleagues to the Primary Feeders to be arranged during June.)
- Consider early transfer to secondary school if in the child's best interests.

TRANSFER OF INFORMATION AND LIAISON

The primary schools will send the following to the secondary school:

1. Teacher assessments by the end of the Spring Term.
2. Pupils social information by the end of the Spring Term,
3. SEN—most recent Individual Education Plans for School Action and School Action Plus pupils.
4. SEN Files for Statemented pupils.
5. SIMs Pupil Data.
6. Photocopy of End of Key Stage 2 Statutory Assessment Test mark sheets by mid July.
7. Key Stage 2 Common Transfer Files by the end of the Summer Term.
8. Primary record files to be delivered to the Secondary school by the end of the Summer Term. (To include National Curriculum Overview sheet.)
9. Examples of unaided Year 6 Pupils' work in the core subjects.

The Secondary School will organise the following:

1. Preliminary visits from Head of Year 7 to the feeder primary schools.
2. Organising a New Intake Evening for Year 6 Parents and Carers during the Spring Term.
3. Sending the Teacher Assessment/ Social Information forms to the Primary Schools by half term of the Spring Term.
4. Year 6 Induction Days and other linked visits to Secondary School.
5. Preliminary tutor groups for the Primary Schools' consideration.

The Primary Schools will be responsible for the following:

1. Confirming with the LEA the names of pupils in their Year 6 classes.
2. Sending out transfer booklets to the parents of Year 6 pupils.
3. Collating the responses from parents and sending them onto the LEA.
4. Passing on letters to Year 6 Parents and Carers inviting them to the New Intake Meeting.
5. Passing on other relevant documents via satchel post.
6. Advising in regard to pupil placement in Tutor Groups and keeping information confidential until Parents' Meeting in Summer Term.
7. Transferring Transition Unit work books etc to relevant staff.

PLEASE NOTE:

The Primary Record of Achievement will be presented to the year 6 pupils at the end of their time in Key Stage 2.

Transfer booklets to Parents/ Carers early Autumn Term



Parents/ Carers return Secondary transfer requests



Parents/ Carers informed of pupil placement



Secondary School commences liaison with
Parents/ Carers of Year 6 pupils.



Liaison between Year 6/ Year 7 teachers commences



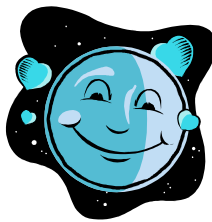
Interim information passed from primary to secondary staff



Pupil Visits to Secondary School
Final issues discussed and resolved



Final information transferred from Primary Schools



Successful Transfer!