

SONNING COMMON
COMMUNITY SCHOOL

POLICY
STATEMENT ON
TRANSFER TO
SECONDARY
SCHOOLS

POLICY No. 52 Version 2
Autumn 2005

POLICY STATEMENT ON TRANSFER TO SECONDARY SCHOOLS

Aim

It is our aim to provide a smooth transfer to secondary school for our Year 6 pupils. We will provide as much information as possible about the changes the pupils will encounter. We will endeavour to reassure and prepare our pupils to cope with the new challenges they will face.

Oxfordshire County Council issue folders with information about choice of secondary schools and parents are required to make a selection and to return their choice to Oxfordshire County Council by the end of November. The main transfer school for this area is Chiltern Edge Secondary School.

Transfer Documents

Sonning Common Community School has consulted with the partnership secondary schools and agreed upon certain documents which will be completed by the Year 6 class teacher in the Summer Term before transfer. The secondary school has agreed to provide school photocopied sheets of all transfer records.

English: It is agreed that the secondary school provides the London Reading Tests for all pupils which is administered by us but marked by the secondary school. They provide us with a list of results.

A spelling test is administered to all pupils and the spelling age is recorded on a transfer record.

Mathematics: The transfer record shows details of the Maths National Curriculum areas. It is to be highlighted in red or blue. Red is for ‘fully comprehends’ and blue is for ‘has experience of’.

Special Needs: Statements of S.E.N. and Individual Education Plans (I.E.P.) are transferred with pupils.

Science: No transfer of records is deemed necessary by the secondary school.

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General: A form is provided for the personal details of each pupil, their National Curriculum levels and information on any Special Needs Support the pupil may have been given.

In addition, a copy of the pupil's report will be sent to the secondary school at the end of the Summer term.

A transfer disk with pupil's personal details is sent to the secondary school in the April before transfer.

Visits

The head of lower school from the secondary school makes a visit for a morning during the summer term. He meets the Year 6 children and observes them working in a familiar environment. He also talks to the pupils about transfer to secondary school and answers any queries they may have. He also requires them to fill in a transfer form about themselves and their hobbies.

The Head of Curriculum Support from the secondary school also visits the school and observes the Special Needs Children, less able and more able, in their familiar working environment. Details of these children are passed on verbally as well as on the transfer documents.

A teacher from Gillotts and from Langtree visit to meet children who are transferring to those schools.

During their final year, Year 6 pupils, in pairs, make an afternoon visit to the secondary school in the care of two Year 9 pupils. They are shown around the school and given some refreshments. Parents are asked to give their permission for this at the beginning of the year.

Late in the Summer term, pupils attend the secondary school for a whole day. They spend the morning finding their way around the school and sampling lessons. In the afternoon they take part in various P.E. activities.

Those children transferring to secondary schools other than Chiltern Edge, make a day visit to their chosen school and their end of term reports are forwarded along

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with any transfer records the secondary school has required.

These arrangements are to be reviewed annually within the Cluster Partnership.

