

## Europa School UK Guidelines for Transition from Primary to Secondary

Version and Date		Action/Notes
V1	4 January 2018	
V2	July 2021	Updated following the loss of ES accreditation
Review Date January 2024		

This policy was produced in consultation with teachers, students and parents of all language sections. It will be freely available to the entire school community on the school website.

### Rationale and Introduction

Research has shown that academic progress is not always linear, particularly during the time of transition from primary to secondary school. Students entering S1 face particular challenges, which include:

- Having to interact with a range of subject teachers with differing expectations
- Coping with a new physical environment
- A longer school day
- May have more homework

While moving to secondary is an exciting time for many students, some students are less independent than others and may need regular reassurance. It is important that high expectations are a feature of a nurturing environment for all students.

At the Europa School it is recognised that well-developed guidelines with clear procedures for transition from Primary 6 to Secondary 1 is an important means of ensuring a smooth transition for our students with curriculum continuity and progression in our students' education.

### Aims and Objectives

- To ensure staff, pupils and parents are well informed of the procedures for transfer
- To ensure the transfer of required information about all pupils
- To ensure in particular the transfer of required information about pupils with Individual Education Plans, specific learning difficulties, medical / equipment requirements and welfare issues
- To allay pupils’ fears about transition and give them a forum in which to express their concerns
- To develop pupils’ study skills (‘learning to learn’)

### Activities and Timeline

Domains	Activities	Parties
<b>Pedagogical Climate</b>		
● Transfer of information - Teachers	Transition folder on shared drive	Updated by Head of Secondary & Primary
	S1 CTs allocated before P6 Transition Meeting	Head of Secondary – after completion of timetable
	P6 Transition meetings – June	One meeting for each class, each chaired by P6 class teacher and attended by future S1 class teacher and subject teachers
	Individual P6 reports accessible for S1 teachers	School base administrator
	Reports from school psychologist passed on	Primary and Secondary SENCO’s
	ILPs of those receiving Moderate Learning Support in P6 passed on	Primary and Secondary SENCO’s
	Contracts, psychologists’ reports and ILPS of those receiving Intensive Support A passed on	Primary and Secondary SENCO’s
	Support Advisory Group meetings in June for those P6 pupils receiving Intensive Support A attended by Heads, sencos, class and subject teachers	Arranged by Head of primary and primary SENCO

Europa School UK – Culham

	S1 Class Council – November	Chaired by Head of Secondary, attended by Principal, current S1 teachers and previous P6 teachers
Transfer of information -Parents	P6 Parents' Meeting June	Head of Primary and Secondary
<b>Didactic Principles</b>	P6 / S1 teachers in each section discuss methodology / resources	On-going – Pedagogical staff meeting – SL teachers
	Exchange of approaches – peer observation, focus on stream language (SL)	All S1 SL teachers visit P6 and vice versa during June
	<i>Sessions on study skills – to do</i>	P6 and S1 CTs
	<i>a bridging unit of high quality work meticulously planned, implemented and reviewed spanning Primary 6 and Secondary 1 – to do</i>	P6 and S1 L1 and SL teachers
	Teachers in both cycles familiarise themselves with whole school 'Educational Support Guidelines'	
<b>Curriculum</b>	Planning for both P6 and S1 accessible on shared drives	Individual teachers to upload, WOL to monitor
	Alignment of objectives – attention to both similarities and differences – (methodology to include L3 teachers)	P6 SLTs with S1 SL and L3 teachers
<b>Assessment</b>		
Moderation of Assessment	Teachers in both cycles familiarise themselves with whole school assessment policy	All P6 and S1 teachers
Transfer of information	P6 Class Council – June	Chaired by Head of Primary

Europa School UK – Culham

	P6 Transition meetings – June (Summary sheets from June Class Council available for distribution)	One meeting for each class, each chaired by P6 class teacher and attended by future S1 class teacher and subject teachers
	Summary sheets from June Class Council passed on	Head of Secondary for distribution to teachers not present at transition meetings
<b>P6 Pupils become familiar with Secondary Cycle</b>		
	Joint P6 / S1 activities during Project Week – S1 students visit P6 classes and talk about transition	P6 CTs coordinate with Head of Secondary and Counselling team
	P6 pupils attend sample science in labs – Between Easter and May half-term	P6 CTs organise with science teachers
	P6 / S1 sports afternoon	Coordinated by Secondary PE Teachers
	S1 L3 teachers give sample lessons prior to P6 pupils choosing L3 – February	Secondary L3 teachers
	P6 participate in Dance Competition	S7 committee
	Tour of secondary for P6 – June (new students invited where possible)	S1 and class teachers
	<i>P6 students meet their future S1 CT and SL teachers in June</i>	Deputy Head of Secondary

**Transition Coordinators: Rosemary Butcher, Anthony Considine, Pascal Maréchau, Sarah Kynoch**