



TRIMLEY ST. MARTIN

Transition Policy 2023

TSM Transition Policy

Staff at Trimley St Martin recognise the need for ensuring the transition from one class to the next is smooth and most importantly that all children are happy and that expectations do not drop at any point. There is a risk that during the first couple of weeks of a new term, pupils may take a 'dip'! The aim of this transition policy is to try and minimise the likelihood of a dip occurring.

May/June	Sort staffing arrangements for the new academic year	
End of April/Early May	Check and order books ready for Summer 2 transition period	
Last week of Summer term 1 All years	Finalising the books/folders (English & Maths) At the end of Summer Term 1, books will be completed and finalised, as the new exercise books will need to be in place from June onwards. In order to ensure that these books are ready to go home (at the end of Summer 2) the following MUST be completed: <ul style="list-style-type: none"> - Books marked up to date - Children have responded to ALL next step marking - For each class please photocopy a few examples from books/folders to show standards for> <ul style="list-style-type: none"> (a) English / maths / topic books for children (Check that there is a SEN, LA, MA, HA) (b) Any children who you think have made exceptional progress Examples of work to be handed in by Friday 7 th July ~	
Last week of May R/1	Informal Transition for Year R Reception teacher and Year 1 teacher to liaise to organise two 1 hour lessons where the current Year R have sessions in the Year 1 class. (arrange dates for Summer 2)	
End of May	Preparation of books Transition books will be delivered to classes for use start after ½ term.	
First week of Summer Term 2 all years	Allocation of new exercise books First day of Summer Term 2 allocate new exercise books for English and Maths. Set expectations and standards; margins in books, date underlined, handwriting, setting out in maths etc..... Store all exercise books completed so far until end of term	

Throughout Summer Term 2 all years	Administration Staff need to make sure they have up to date lists for the following areas, as this will need to be shared at the teacher > teacher transition meetings: <ul style="list-style-type: none"> ~ Homework completed ~ Reading book level ~ Groupings - Interventions 	
Tues 27 th June 2:30 – 3:30pm	New Reception In-take Parents Meeting Parents come along to a meeting led by HT and Reception teachers HT will introduce and talk about the general ethos of the school. Sam will then talk through life in the Reception class. Opportunity to try school dinners.	
Week of 3 rd July all years	Moderation Cross key stage moderation using exemplars from ET. SLT to agree sub section of levels before final submission.	
Wed 5 th July 9:15 – 11:30am New YR	NEW Reception Induction day 1 – Morning only (No Lunch) New Year R >> Year R >> in Wildwood	
Thursday 13 th July 9.15-12.30pm New YR	Reception Induction day 2 – Morning and lunch New Year R >> Year 6 >> Mr Childs in Wildwood... opportunity for YR/Y6 buddies	
Tuesday 11 th & Thursday 13 th July 9.15-10.30pm all years	Transition Assembly & Transition Morning 11 th - All pupils meet for assembly where they are introduced OFFICIALLY to their new teachers for September and 14 th - spend the morning in their new classes. Current Year 6 – 9.15- 10.30am P.E. & 10.50- 12.00 with YR buddies- wildwood with Mr Childs in the hall/field	
Fri 8 th July & Friday 15 th July - 3.30pm	Final Assessment Deadline All tracking spreadsheets are up to date. End of year test results to be handed to SR 8 th - English/Maths 15 th - Curriculum	

July 4 th – 15 th July-	<p>End of Year Assessments to be completed during this week Year 1,3,4,5 complete their End of Year Tests/assessments (Year 2 and 6 to use in-school & SAT assessments)</p> <p><i>The results of this should not influence the final grade allocated by the teacher for Teacher Assessment. They can however be used to sign off particular objectives because it will count as a piece of evidence.</i></p>	
<p>Last full week of term</p> <p>Staff to coordinate these themselves</p>	<p>Staff Transition Meetings Staff meet with the teacher who is taking over their class in the new academic year. Passover the Assessment Information Record sheets for:</p> <ul style="list-style-type: none"> ~ Homework completed ~ Reading book level ~ Groupings for English & Maths: Guided Reading/Interventions <p>Staff to share other information such medical issues and SEN details.</p>	
<p>From Friday July 14th</p> <p>all years</p>	<p>At the end of the last full week of Summer Term 2</p> <ul style="list-style-type: none"> ~ Old exercise books to be sent home (which include the work up to Summer 1) – (Sept) ~ PASS THE FOLLOWING BOOKS TO THE NEXT TEACHER > <ul style="list-style-type: none"> (a) Transition English and Maths books (b) RE scrap/learning journey books (c) Computing and French folders 	
<p>Final week of Term</p> <p>all years</p>	<ul style="list-style-type: none"> – Complete a full day Science / History / Geography project where outcomes can be displayed around the school ready for September. - Complete a full day D&T / Art Project where outcomes can be displayed around the school ready for September. NO DVDs or TOYS in school until the last day/class party days <ul style="list-style-type: none"> ~ Use pupils to transfer current exercise books to their new location (if necessary) ~ Pegs cleared, all belongings sent home - Leavers' Assembly, extra P.E., mini end of term parties / games etc 	

Appendix 1: What do we keep?

	Keep?	Send home? By last day of term.
All Years		
Examples from English Books	✓	
Examples from Maths Books	✓	
Examples from Topic/Science Books	✓	
Year 1, 2, 3, 4, 5		
NEW TRANSITION BOOKS	✓ ALL <i>Send to new class teacher on last Friday of term</i>	
English Books <i>(finished at May half term)</i>		✓
Maths Books <i>(finished at May half term)</i>		✓
Optional SATs Papers	✓	
All other books		✓
ALL YEARS		
RE Scrap Book/Journals Purple ICT Folders French Folders- Y3-Y5	✓ <i>Pass onto the new class teacher</i>	
Assessment Information		
Class Records... inc... <ul style="list-style-type: none"> Any Groupings Books bands the children are currently on Intervention Groups House groups 	✓ <i>Pass onto the new class teacher</i>	
Monday 10 th July	<ul style="list-style-type: none"> Children reminded to bring in carrier bags for their work on Friday. Ask children to search at home for Reading Books that have not been returned. Books go home on Friday 15th July 	
Wk of Monday 17 th July	<ul style="list-style-type: none"> No displays taken down (Unless something goes up to replace). Nothing worse than coming back to blank walls! Unless they are our Learning Walls!!! Work and books sent home. Belongings & cloakroom areas cleared. Reading books collected in. 	