



Pupil Transition Policy

Version	Version 3.0
Date reviewed:	March 2022
Review date:	March 2023
Approved by Governors:	15 March 2022

Pupil Transition Policy

Introduction

Throughout life there are many changes that involve transitions. At Fairfield we endeavour to ensure smooth transfers for our pupils whether they are starting school for the first time, changing schools, key stages/departments etc. Transitions into school are potentially an exciting opportunity, however, we must not underestimate the challenges that some pupils face, and we understand that change can be an unsettling and anxious time for both parents / carers and pupils. However, we successfully aim to manage the process to ensure positive partnerships between the school, families and involved professionals so the pupils learning and well being is fully supported throughout the transition.

Entering a new situation can bring challenges. The following steps are taken to ensure that both the child and parents are confident, informed and happy about Fairfield School. The child and parents are actively involved in the process and their perceptions about transition are explored and valued.

Our aims are:

- to plan and promote successful transitions for all pupils
- to ensure parents / carers are provided with the necessary information, support and opportunities to participate as partners in planning their child's transition
- to promote collaboration and communication between parents, schools, local authority and involved agencies
- to ensure a continuum of experiences which meet the pupil's personal needs e.g. learning strategies, additional support, medical interventions, vocational enterprises to promote transitions at Post 16 etc.

Prospective parents/carers are welcome and encouraged to make a visit and have a look around Fairfield, to see if the provision would meet their child's needs (appointments can be made through contacting the school). Once a place has been agreed by the local authority, parents will be contacted. We try whenever possible to arrange transitions to coincide with the start of a new term or school year.

Transitions to Fairfield

- Parent visits into Fairfield, supported by involved agencies, staff, where required
- Fairfield staff to visit pupils in present setting to enable the children to meet them and observe the children in familiar surroundings.
- Regular transition visits prior to starting at Fairfield to enable new pupils to become familiar with school staff, support routines and transition arrangements
- Home visits undertaken by school staff (if requested)
- Staggered induction of pupils to ensure parents / familiar staff can spend time with them developing routines, settling in etc.
- Welcome meeting for parents and pupils (Kirklees transition day in July 2020)
- Staggered starting dates / days where necessary

During the summer term arrangements will be made and confirmed for parents/carers and prospective pupils who will be starting in the September. This provides an opportunity to:

- meet staff
- visit classrooms
- find out about learning opportunities at Fairfield
- ask questions, get to know the staff and have a look around the school
- complete pupil information paperwork

Transition arrangements will run from the last 2 weeks of the Summer Term in preparation for a September start. New classes will be in place during these last 2 weeks to ease transition.

Pupil Voice

At Fairfield pupils are given opportunities to have a say in aspects of their school lives. Choice making is a fundamental communication skill and one which we focus with all our pupils in promoting their learning and well being opportunities in school. The first step towards this is to teach pupils what constitutes effective communication skills e.g. listening, turn taking, looking, using objects, symbols, signing, vocalisations etc. (total communication approach), which is promoted throughout school.

Transfer of Information

Where a pupil has safeguarding needs discussions, meetings and reviews between the Designated Safeguarding Leads and other involved agencies will be conducted. All safeguarding information must be securely communicated between DSLs. This may be done by:

- Telephone discussion – Safeguarding Lead/Deputy (DSL/DDSL) contacts the previous setting to check if the pupil has any safeguarding needs
- Face to face meetings – to allow staff to thoroughly share information about a pupil background, current situation or future risks
- Secure electronic transfer – allowing easy and quick transfer of sensitive information between settings
-

All discussions will be recorded on the pupil's individual safeguarding file (CPOMS). Family Common Assessment, 'Child in Need' status and safeguarding or child protection concerns. Paper files – transfer only by registered post or hand-deliver to the named DSL/D or Head, in the first week at the new setting. If any sensitive information is transferred electronically it must be done safely and securely and meet data protection security transfer requirements.

Members of staff who may support you and your child in the initial transition process are:

John Page – Head Teacher and Deputy Safeguarding Lead

Lucy Roche – Assistant Head/Deputy Safeguarding Lead

Rachel Holmes – Assistant Head/Deputy Safeguarding Lead

Tanzila Ilyas – Children and Family Welfare Manager and Designated Safeguarding Lead

The Governing Body of Fairfield School is fully committed to the welfare of each child and young person. Care and attention is given to each stage of the individual's transition to, through and beyond the school.

This policy will be reviewed annually or when deemed necessary by the Head teacher and governing body.