

LATIFA SCHOOL FOR GIRLS

Cross-Phase Transfer Policy			
Introduction	<p>Pupil transfer and continuity rationale</p> <p>Cross-phase transfer is defined as liaison between members of staff at specific intervals in a child's school life. Every effort must be made to make this transition a positive, pleasant and informative experience both for the child and staff concerned so that pupil progression and curriculum continuity may be achieved.</p>		
Aims	<p>To improve the continuity in teaching and classroom practice between key stage phases</p> <p>To build on the curriculum covered to date and seek to teach to pupils' strengths</p> <p>To ensure that accurate and appropriate information, regarding academic ability, social skills, medical data, attitudes and general behaviour, are transferred effectively</p> <p>To enable pupils to familiarise themselves with their prospective environment in an enjoyable and informative way.</p> <p>To ensure pupils are seen as active participants in the transition process and in their own learning</p>		
Guidelines	<p>The information which will be passed between Key Stages will be based on school assessment and recording procedures (See Assessment and Recording Policy/Teaching & Learning Policy)</p> <p>This information will be contained within an individual 'Pupil Portfolio' which is passed on to the next key stage</p> <p>Opportunities will be provided for staff in the different key stages to discuss pupils and their specific needs</p> <p>Every opportunity will be taken for year 6 staff to liaise fully with secondary staff throughout the year</p> <p>Provision will be made for year 7 tutors to meet both teachers, parents and transferring pupils prior to transfer</p> <p>Parents of transition pupils will be given the opportunity to visit school and meet the staff</p> <p>Records of specific educational and behavioural observations and comments will be forwarded to the next stage where appropriate</p> <p>Provision will be made for primary & secondary matrons to meet formally to discuss medical issues and formally transfer medical records for year 6</p> <p>An agreed transition programme for year 6 is attached (Appendix 1)</p>		
Primary Records to be transferred	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Refer to contents page in 'Record Keeping & Assessment File'</p> <p>Records of assessment & testing – spreadsheet for year group</p> <p>Reading levels – 'Cliff Moon' levelling system</p> <p>Pupil reports – accessed on 'shared work' (not in record keeping file)</p> <p>IEPs & LS pupil profiles (LS co-ordinator)</p> <p>Year 6 only – curriculum file to contain samples of work across the year group for Arabic/English/Maths (top/middle/bottom) – also geography and English topic books to be passed on to HODs</p> <p>Year 6 only – pastoral folders containing: recent photo with full family name, autobiography, summary sheet of achievements pupil is proud of, copy of yr 6 reports (2 progress & final report)</p> <p>Records of absence – confidential records (KS co-ordinators)</p> <p>Parent contact records – confidential records (KS co-ordinators)</p> </td> <td style="width: 50%; padding: 5px;"> <p>Secondary records to be maintained and transferred</p> <p>(within school and to external agencies)</p> </td> </tr> </table>	<p>Refer to contents page in 'Record Keeping & Assessment File'</p> <p>Records of assessment & testing – spreadsheet for year group</p> <p>Reading levels – 'Cliff Moon' levelling system</p> <p>Pupil reports – accessed on 'shared work' (not in record keeping file)</p> <p>IEPs & LS pupil profiles (LS co-ordinator)</p> <p>Year 6 only – curriculum file to contain samples of work across the year group for Arabic/English/Maths (top/middle/bottom) – also geography and English topic books to be passed on to HODs</p> <p>Year 6 only – pastoral folders containing: recent photo with full family name, autobiography, summary sheet of achievements pupil is proud of, copy of yr 6 reports (2 progress & final report)</p> <p>Records of absence – confidential records (KS co-ordinators)</p> <p>Parent contact records – confidential records (KS co-ordinators)</p>	<p>Secondary records to be maintained and transferred</p> <p>(within school and to external agencies)</p>
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	<p>Reports</p> <p>Records of absence and truancy</p> <p>Parent contact records</p> <p>Personal information – confidential records</p> <p>High School Diploma/Certificate</p> <p>Examination results</p>		

	Personal information – confidential records (KS co-ordinators) Medical information – confidential records (KS co-ordinators)		
Transfer between Nursery & Reception	<p>Reception teachers will observe pupils in Nursery (2-3 sessions) during the 2nd semester Class swaps in final semester. Nursery pupils visit Reception classroom and meet Reception teacher & TA. 'Hand over' meetings - Nursery & Reception teachers meet in the initial weeks of the new term – KS1 co-ordinator to set up Informal discussion throughout the year Records (as listed) transferred at the end of term – time allocated for reading the records</p>		
Transfer between Reception & Year 1	<p>Year 1 teachers will observe pupils in Reception (2-3 sessions) during the second semester Class swaps in final semester. Reception pupils visit Year 1 classroom and meet Year 1 teacher & TA. 'Hand over' meetings - Reception & Year 1 teachers meet in the initial weeks of the new term – KS1 co-ordinator to set up Informal discussion throughout the year Whole school projects eg National day, Book week: Reception pupils working with year 1 pupils and teachers Records (as listed) transferred at the end of term – time allocated for reading the records</p>		
Transfer between KS1 & KS2	<p>Year 3 teachers will observe pupils in Year 2 (2-3 sessions) during the second semester Class swaps in final semester. Year 2 pupils visit Year 3 classroom and meet Year 3 teacher & TA. 'Hand over' meetings – Year 2 & Year 3 teachers meet in the initial weeks of the new term – KS2 co-ordinator to set up Informal discussion throughout the year Whole school projects eg National day, Book week: Pupils and teachers will work together 'cross-phase' Records (as listed) transferred at the end of term – time allocated for reading the records</p>		
Transfer between KS2 & KS3	Refer to the 'Transfer between KS2 & KS3' appendix for a detailed programme		
Transfer between KS3 & KS4	<p>Options Evening for parents and pupils where information is given and choices are discussed Dept information sessions/taster sessions held with pupils at roughly the same time Choices are discussed further in PSE sessions – career implications discussed Mothers' Morning in Year 10 and/or Key Stage 4 curriculum booklet sent home with coursework guidelines</p>		
Transfer between KS4 & KS5	<p><i>Mothers' Morning (tbc)</i> Dept information sessions/taster session held with pupils at roughly the same time Choices are discussed further in PSE sessions – career implications discussed Individual discussions regarding choices held with students by DH Induction morning in Year 12 with pastoral team and HODs/ST</p>		
Transition out of the school	<p>University applications/ mock interviews/ visiting speakers/ visits to local universities Attested High School Diploma/Certificate passed on to pupil and/or receiving college (pupils to do equivalency process themselves for diplomas) All relevant paperwork completed (good conduct letter etc.) Reports passed on when requested by new school Examination certificates given to students and signed for</p>		
Monitoring & Evaluation	The KS co-ordinators and SMT should ensure that the 'Cross-phase' transfer policy is implemented in LSG. The transfer of pupils between the phases is the responsibility of all staff involved and the process should cause minimal disruption.		