



**MONK'S WALK**  
**SCHOOL**

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# Transition

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## **Transition from KS2 to KS3 at Monk's Walk**

### **Our ethos:**

At Monk's Walk School, we believe that effective transition is not just the accurate transfer of data and pastoral care. We see KS3 as a continuation of learning from KS2 and so the continuing curriculum and pedagogy plays a key part in effective transition. We want to ensure all students are stretched and challenged throughout KS3, are engaged with their learning and make good progress which continues into KS4.

### **Aims of Transition**

- To ensure year 6 pupils have a smooth transition into KS3, feel safe and comfortable in school and continue to progress with their learning.
- To ensure KS3 pupils are challenged in their learning and that they do not repeat work done in primary school.
- To offer staff and students from partner primaries a range of opportunities to visit our school site to collaborate with Monk's Walk staff and students.
- To increase the opportunities for our teaching staff to visit primary schools in order to build relationships, share information and improve continuity across the curriculum.
- To increase the opportunities for primary and secondary colleagues to meet to discuss curriculum, assessment and pedagogy.
- To ensure efficient transfer of information and data from the primary schools and dissemination to secondary staff.
- To ensure parents have named contacts and built in opportunities to communicate with the school.
- To make sure students and parents are aware of school logistics, policies and procedures.
- To listen to the student voice through use of questionnaires, interviews and learning walks.
- To identify and support key groups (PP, SEN, Most-able) in making a smooth transition from primary.

**The aims of this policy will be met by providing support in the following key areas:**

### **Parents**

- There is an open evening in early October where students can look around the school.
- At the open evening, the transition head of year is introduced along with contact details.
- Following open evening, parents can look around the school during the school day during open mornings, parents can also meet key staff.
- For Year 6 parents, we provide an information evening in May after students receive their allocations, we also provide several points of communication where they can raise any concerns about transition.

- In order to gather accurate data about the students, the admissions officer is to send home packs in the summer term and update the data onto school systems.
- To give parents key information about the school, there is Year 6 briefing evening in May.
- To elevate concerns of parents of vulnerable students, there is a summer school in the week preceding the start of school.
- Once students have started at the school, there is a 'meet the tutors evening' of Year 7 in September.
- There are also subject specific evenings e.g. science student and parent evening in November.
- There is a parent questionnaire in November to check success of transition.
- There is a year 6 parents tab on the school website with extra information for parents including how they can help their child with transition.
- There is an SEND open morning for parents/carers of SEND students.

### **Senior Leadership**

- The Head regularly meets with primary heads at Welwyn Garden City Schools partnership.
- There is an SLT member with responsibility for transition.

### **Teachers**

- There is a Head of Year (HoY) with sole responsibility for Year 6 who will oversee transition as well as a member of the administration team responsible for the smooth transition of data.
- Heads of department (HoDs) are responsible for keeping track of the Year 6 curriculum changes and to ensure a continuation of the curriculum through to Year 7.
- HoDs are to manage the training for primary school staff in their specialist subjects where the need arises.
- HoDs or KS3 Leads if appropriate are to make sure there are challenging schemes of work in place for KS3 students.
- Regular 'teach meets' are organised by the HoY for transition to ensure a smooth continuum of the curriculum from KS2 into KS3.
- If viable, HoDs are responsible for the planning of transition events in their subjects e.g. most- able maths sessions for Year 6/ICT masterclasses.
- The HoY 6 along with the admin team and SEND team ensures that each student has a pupil profile.
- Subject teachers are to ensure they plan challenging, differentiated lessons for Year 7 students, using the pupil profiles.

### **Students**

- There is a taster day in July where the whole year group experience a day at Monk's Walk School.
- Visits are arranged to Monk's Walk as well as the taster day and summer school for particularly vulnerable/anxious students by the SENDCO.

- SEN students with additional needs are also visited by the SENDCO.
- A two day Summer School takes place for pupil premium/SEND and other vulnerable students so that they get used to their surroundings.
- Meetings/interviews take place with all Year 6 teachers along with every Year 6 student. These will be completed by the Transition head of year and take place in the summer term.
- There is an opportunity for selected Year 7 students to visit their previous primary to give a presentation on transitioning from primary to secondary.
- There is a student questionnaire in the spring term to analyse the strengths of the transition process and identify areas for development.

### **Trustees**

- There is named trustee link for transition who meets with the SLT link to discuss aspects of the area development plan.

### **Primary Schools**

- In the summer term, the Headteacher will write a letter to the partner primaries introducing the Head of Year 6 for the academic year.
- The HoY 6 will then write to the appropriate primary schools giving them details of their previous students' GCSE/A-Level results.
- In the first few weeks of term, Head of transition should distribute calendar of events for the primaries. These will include all transition events as well as major school events that the primary staff could attend.
- CPD opportunities should be provided for primary and secondary staff as much as possible, this include lesson observations across schools as well as curriculum planning.
- Subject events are planned throughout the year to give primary and secondary staff opportunities to discuss the curriculum, assessment and pedagogy.
- Most-able sessions should be offered in subjects depending on the timetable capacity.

### **Curriculum**

- The KS3 curriculum mapping comes from the KS2 curriculum and information from primaries.
- Any excess in timetable hours in departments could be used as time for subject teachers to spend in primary schools and help plan/deliver sessions as well as running sessions at Monk's Walk.
- HoDs will keep the Year 7 SoW under review to make Year 7 learning as engaging as possible.

### **Coronavirus**

Due to the current coronavirus pandemic, some of the above-mentioned strategies have not been able to take place. Where possible, these will be replaced by virtual events, for example, a virtual parent's information evening, a virtual tour of the

school site and a virtual 'meet the tutors' video. Meetings with primary school teachers will take place via the telephone or digital platforms like Zoom or Teams. In the absence of KS2 SATS, data from teacher assessments will be requested for example, working at, above or below age related expectations in English and maths. We will not set classes immediately in year 7 and will allow students to settle in their form groups before this happens. Subject teachers will evaluate any gaps in knowledge and address these.

Taster day will go ahead depending on the regulations around mixing bubbles, extra visits are possible as long as they are socially distanced.