



## **Rationale**

This policy establishes the current nature of the traditional transition times at Belmont House from Nursery to Junior School, Junior School to Senior School and Senior School to tertiary education or employment.

An effective transition should guarantee continuity and progression in children's learning. Belmont House School is an all through school from 3 to 18 years which allows transitions to be planned and managed more effectively.

In this policy, '*transition*' describes the movement that takes place from one year to the next and in particular, from one stage to the next within the school. This is different from '*transfer*' which describes movement from one school to the next.

## **Aims**

If children are to become successful learners, confident individuals, responsible citizens and effective contributors to society, well-planned and effectively delivered transition arrangements can support the implementation of these principles. At Belmont House, a smooth transition from one stage to the next should ensure that pace and quality of learning are maintained to ensure that children continue to make good progress. Common approaches to curriculum planning, learning and teaching across the school should also facilitate this. A shared understanding of assessment approaches and standards using assessment information is used to plan children's progression.

## **Equal Opportunities and Inclusion**

Children should enjoy the challenges of the next stage of school and should find it a motivating experience.

Within the school, there is a common approach to policies, Departmental Improvement Plans and the School Improvement Plan reflecting all areas of the School. There are standard procedures for Self-Evaluation across the school.

Pupils with Additional Support Needs (ASN) are known by Support for Learning (SfL) staff who work across the whole school. Common programmes of work, software and resources are used in both the Junior and Senior schools. Pupils and parents know the Support for Learning staff well and vice-versa. The Stepped Process is used and all information about each child is shared and accessed via the school intranet. Screening of all pupils is carried out in September so that no child is at risk of 'missing out' also all new pupils are screened by using CAT tests and the AALI when they enter school. At J4, Transitus and S2 each pupil does a digital CAT test (Cognitive Abilities Test) as these stages are key to next stages.

In the Senior School, annual discussion with the Senior Staff takes place to ensure an awareness of all difficulties, strengths of and strategies required by all pupils with ASN. This information is also on the School Intranet for staff to access at anytime. There are Special Assessment (Spec. Ass.) sheets available for each pupil with ASN which is an evidence gathering exercise for SQA examinations. All screening results are also on the School Intranet so staff can access reading and spelling ages.



There are regular Junior School meetings with class teachers every term to discuss difficulties, strengths and strategies and to evaluate SfL input and decide on next steps. Pupils in J3 are screened as they move from the “Infant” to “Junior” section. All pupils are screened once a year for spelling to track development from class to class.

The targets for IEPs are updated every term. These targets are discussed with pupils and are discussed at Parents’ Evenings with parents.

For pupils from Senior 3 upwards, a Careers Officer from Careers Scotland interviews each pupil with ASN to inform pupils of appropriate subject choices and career paths. There are links with Further Education Colleges for pupils who require other subjects or courses which are not on offer at Belmont House.

Each year, pupils with ASN and our Nursery and Junior Six pupils receive a Transition Booklet which describes what to expect next session and includes photographs of key staff with whom they will have contact.

### **Nursery to Junior School**

Much informal and formal transition takes place between the Nursery and Junior School. This allows all children to know the Junior School staff and some of the Senior School staff but more importantly, the Junior School staff knows all the children in the Nursery by name.

Informal activities such as:

- Show and Tell with Junior classes
- Joint Assemblies
- Joint activities e.g. World Book Day, story-telling sessions by Junior pupils, Enterprise exhibitions such as J4 Castles
- Whole School charity events
- Music taught by Senior School music teacher
- PE in the Gym Hall
- Activities with parents held in the Hall
- Joint Christmas party with Junior School
- Pupil Council buddies
- Eco-Committee buddies
- Lessons in Science labs with Science specialists Senior School during SQA exam period
- Lessons in Art studio with Art specialists from Senior School during SQA exam period
- School Sports Day – specific Nursery races
- Community Involvement module – S6 pupils working in Nursery

Formal activities:

- Support for Learning input throughout the academic session
- *‘Moving to School’* topic



- Transition morning – being in J1 class with teacher
- Visits by J1 teacher
- Parents invited to visit J1 class
- Transition booklets
- Developmental profiles
- Common observation approach between Nursery and Junior 1
- Support for Learning files on *Shared Documents* on school intranet
- Summative Reports
- Question and answer session for Nursery pupils to Junior 1 pupils
- Transition meeting for new J1 parents

### **Junior School to Senior School**

There is much informal transition takes place between Junior School and Senior School.

Informal activities such as:

- Art, ICT, Music, French and PE are taught by Senior School specialists within the Senior School buildings (except French)
- Support for Learning staff working across the Junior and Senior School
- Reading books which bridge between Junior and Senior School
- Joint Assemblies
- Whole School Charity events
- Eco-Committee
- World Book Day events
- Book Fairs
- Community Involvement module – S6 pupils working in Junior School classes
- Transitus Study Skills programme in PSD to help transition to Senior school
- Bridging topic in English between Junior 6 and Transitus

Formal transition procedures include:

- Transition day in June for J6 pupils following Transitus timetable
- Transition morning for new pupils to the school
- Visits to Junior 6 classes by Vice Principal Senior School
- Transition Evening for parents
- Transition booklet J6 to Transitus
- August In-Service Day – meeting of Senior staff with J6 staff and HJS
- October In-Service Day – feedback for J6 teachers from Tutors in Senior School
- English and Maths teachers in Senior School teach J6 classes during SQA exam period
- Sharing of assessment information – VA database
- Previous academic session's Forward Plans passed to Maths and English departments



## **Senior School to Tertiary Education/Work**

By the end of Senior 6 the majority of our pupils have secured a place at University, while some will pursue the Further Education route, studying for an HND qualification before transferring to a suitable degree course. A small minority opt for employment.

The preparation for the post-school years begins with the biennial Careers Convention for all pupils from Senior 2 to Senior 6, which offers the opportunity to meet with a range of professionals and Further/Higher Education staff on a one to one basis.

In Senior 3 we hold a Business Awareness day, which involves visiting professionals working with the pupils in small groups to carry out a range of business related tasks. This excellent and insightful day provides a wealth of invaluable learning experiences which remain with the pupils long after the day itself.

In Senior 4 all pupils undergo one week's Work Experience, and are responsible for arranging their own placement. Feedback from this experience is always very positive, and the pupils benefit greatly from their introduction to the world of work, learning the importance of independence, responsibility, teamwork and organisation.

In Senior 5/6 the annual Higher Education Convention at Glasgow Science Centre provides the opportunity to meet representatives from a wide range of Colleges/Universities, and to learn about the entire application process from visiting UCAS personnel. University Schools Liaison staff are also available to deliver a range of talks relevant to pupil needs. Links with further education colleges have been established for transition courses for those pupils who wish to pursue vocational subjects.

Senior 6 pupils also develop responsibility by undertaking a Community Involvement module, which requires them to assist both Junior and Senior School teaching staff, and also to become involved with the wider community. Senior 6 pupils also take part in a half-day seminar run by ISCO, ( Independent Schools Careers Organisation ), which focuses on Interview Skills, including mock interviews with feedback, the UCAS process, Personal Statement, Student Finance etc.

Throughout Senior School all pupils have the full support of Careers Staff and a successful Tutor system, which ensures that all personal and individual needs are addressed.