



**'BE THE BEST YOU CAN BE!'**

# **TRANSITION PRIMARY to SECONDARY Policy**

**Lead person responsible:**

**Mrs C El-Arifi**

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## **Transition – Primary to Secondary**

The move from Primary to Secondary school can be daunting for children and parents. The majority of children at Roe Green have been with us since nursery or Reception and the move to Secondary school represents a step towards independent thought and action.

We believe the move from Primary to Secondary should be a smooth process. Children must feel free to talk, express fears and ask questions. For parents/carers who are experiencing this transition for the first time, this can prove to be a challenging time. With this in mind, we have developed a detailed set of procedures.

At the beginning of Year 6 all parents and carers are invited to meet with senior leaders of our school and Year 6 teachers in an after school meeting. During the evening, the process of application to Secondary school is explained and parents have the opportunity to raise any concerns or questions they may have. A detailed booklet from Brent is also handed out which outlines key dates and other information.

Final dates for submission of Secondary school application forms are usually by the end of October and Year 6 teachers work hard to ensure children and their parents are clear in their understanding of the form, explaining how to complete it. The Deputy Head teacher acts as a Liaison between Brent, our school and Year 6 parents/carers to ensure all forms are submitted on time. Additionally, all information relating to applications are clearly marked on the school website.

At the end of March each year, all parents/carers are notified as to which school their child has a place at. Once again the Assistant Head works with parents should there be any problems arising from this.

In the summer term, children are invited to either spend a day at their new school or have an opportunity to meet with their new teachers. Each secondary school has its own system. The school contacts parents and our school about the dates and times for these visits.

As the majority of children from Roe Green move on to Kingsbury High School, we have a well-established programme for this visit. Each Year 6 class visits Kingsbury High for a morning. The children take part in lessons and have the opportunity to talk to older students. They also meet their Year leader and experience lunchtime. Class teachers discuss data and information about the children in their class with the Year leader.

Our SENCO will also make a separate visit to Kingsbury High with children who may need a longer time there to absorb the information. Again this is a chance for the SENCO to give detailed information to staff at the High school about particular children and their specific needs.

Towards the end of the academic year, the staff from Kingsbury High are invited to join Year 6 at their annual Tea Party. Children from Year 6 are also chosen to take part in the Kingsbury High school Sporting Challenge to further aid a smooth transition.