

One School's Diary of Primary - Secondary Transfer...

In **Year 5** we introduce pupils and their parents and carers to secondary transfer -

When they are in Year 5 we take the children to visit local Secondary schools. We have worked on science, literacy and other curriculum links.

In May we hold a meeting for Year 5 parents to explain the secondary transfer process and to answer any questions they have. All local Secondary schools are invited to attend and talk about their schools and answer questions.

After the meeting we offer drop in sessions for Year 5 parents and carers one afternoon a week with Learning Mentors.

We arrange individual visits to Secondary schools for vulnerable year 5 pupils and their parents or carers.

In **Year 6** we offer a wide range of support for both pupils and parents/carers –

The weekly drop-in sessions for parents/carers of the new Year 6 pupils continue. Parents unable to come in to school can telephone the Learning Mentors.

We introduce the children to the idea of change through the curriculum.

In September we send a transfer letter to parents giving details of the Secondary Schools' Exhibition, a copy of the Secondary School's brochure and a list of the Secondary Schools' Open Day dates and timetables.

We encourage parents to visit Secondary schools with friendly reminders and, if necessary, take parents on visits.

We arrange individual meetings with parents who are unsure of their choices, or who need extra support with Secondary transfer.

In October parents meet with the Head to fill in Secondary transfer forms. Some parents bring someone with them to translate but the school arranges for a translator if necessary. Follow-up appointments with a learning mentor are arranged if the parents need further help.

From February onwards we hold drop-in sessions for year 6 pupils who are concerned about transfer issues, those who do not get their first choice and those who are lacking confidence.

During February and March learning mentors liaise with year 6 teachers and meet with the special educational needs co-ordinator to highlight pupils who may need additional support in Year 7.

Following SATs the year 6 pupils are involved in workshops looking at other cultures through dance, drama and art.

In June we invite Secondary schools in for an afternoon to meet their future pupils.

During July there are workshop sessions with the learning mentors and year 6 teachers. There are discussions on secondary transfer, what secondary schools are like, trying to dispel the myths and include a fun booklet that the children fill in.

Ex-pupils are invited in to talk to the Year 6's about their own experiences of secondary school.

At the end of term there are several events which the Year 6 pupils and their parents can take part in – leavers' assembly, leavers' disco and the summer fete. Year 6 pupils run stalls and do dance demonstrations.

After leaving us and going into **Year 7**, former pupils are still very much part of the life of our school, through their younger siblings or friends, and through other family connections

There is liaison between learning mentors/year 7 teachers in secondary schools and the learning mentors at our school. They have joint meetings with high profile/vulnerable pupils in year 7 to help them settle.

Year 7 pupils come back to visit and they write to let us know how they are getting on. We have also been involved in taking ex-pupils who were on the mentoring programme on day trips during school holidays.

Families still at our school approach us to help them liaise with secondary schools. Parents sometimes find it easier to approach us in the first instance.

Does your school have a 'Primary-Secondary *Transition Diary*'?

Can you let us have a copy so that we can help share your good ideas and practices with others?

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