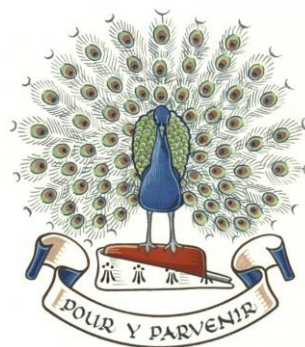


LADY MANNERS SCHOOL

PRIMARY / SECONDARY LIAISON AND TRANSITION POLICY



PRIMARY/SECONDARY LIAISON AND TRANSITION POLICY

AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

INTRODUCTION

Lady Manners School is a non selective mixed comprehensive school having Foundation status, catering for the secondary 11-18 age range.

The intake is organised in all ability form groups, reflecting the comprehensive nature of the school.

The Head of Lower School, the Head of Year 7, who is also the Transition Tutor, Year 7 Tutors and the SENCO have an important rôle in providing close liaison and continuity upon transition.

AIMS

- To ensure the smooth transition of students from Key Stage Two into Key Stage Three.
- To enable staff across the two key stages to meet, liaise and facilitate smooth transition, collaboration and continuity.
- To build the important partnership between parents/carers, students and schools.

PRIMARY LIAISON AND SCHOOL IMPROVEMENT CLUSTER (SIC) FORUM

To fulfil the above aims, regular meetings take place between the Primary School Headteachers and Lady Manners School staff.

The School Improvement Cluster consists of the thirteen partner primary schools in the recognised catchment area of Lady Manners School (**Appendix A**). It also consists of Flagg Nursery School (Foundation level) and Bakewell Infant School (Key Stage One). The Eyam C of E Primary Headteacher also chooses to attend these meetings.

It should be recognised however that some students residing outside the normal catchment area, and therefore from a range of schools beyond this cluster attend Lady Manners School and sometimes a considerable number of additional primary schools send students to join Year 7 (criteria for admissions can be found in the Admissions Policy).

Year Six Parents and Students

- Information about Lady Manners School is available to all prospective parents and students on our website.
- Prospective parents and students are invited to Open Evenings in the Autumn Term of Year 6, for both in/out catchment families.
- There are two Taster Days for new intake students where they take part in subject activities such as Science, Maths and Languages and they also meet senior staff, Form Tutor and experience a typical secondary school day.
- There is a New Intake meeting for parents to meet senior staff, Form Tutor and Parents' Association.
- There is an open approach whereby parents are encouraged to contact relevant school staff to share information or raise any concerns to support their children.
- Parents with vulnerable children are encouraged to contact the school for a more individual consultation.

Lady Manners Staff

i) **The Head of Lower School and Head of Year Seven**

- Meets and works closely with the Headteacher, other Heads of School and members of the Senior Leadership Group and Pastoral Managers to ensure that all liaison, transfer and transition arrangements operate smoothly.
- Meets regularly and liaises with Primary Heads and Key Stage Two staff to ensure collaboration and continuity of provision.
- Liaise with Lady Manners School staff to ensure continuity of support and provision.
- Ensure that all relevant information is disseminated to the Form Tutors and other staff.
- Establish with the new intake the common routines and expectations of the school.
- Encourage all students to give of their best in and out of the classroom.
- Encourage students to raise any matters of concern.
- Arranges for members of the transition team to visit to all primary schools with Year 6 students joining Lady Manners School to:
 - Establish and promote an early working relationship with students
 - Build confidence and allay fears and concerns
 - Answer questions concerning transfer
 - Meet Key Stage Two staff to share relevant information to ease transfer

ii) **The Special Educational Needs Co-ordinator (SENCO)**

- Visits all schools where a student is on the SEN register to share and disseminate information to provide the support needed upon transfer.

iii) **Administration staff**

- Work with Pastoral Staff to generate tutor groups of all ability status.
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- Will deal with all Admission Forms and the Common Transfer Form ensuring all relevant data and information is centrally collated and available for staff.

May 2018

Appendix A**The 13 Partner Primary Schools in Lady Manners School Catchment Area:**

Bakewell, Bakewell Methodist Junior School

Baslow, St. Anne's CE Primary School

Curbar, Curbar Primary School

Great Hucklow, Great Hucklow CE (Controlled) Primary School

Great Longstone, Great Longstone CE (Aided) Primary School

Litton, Litton CE (Aided) Primary School

Monyash, Monyash CE (Controlled) Primary School

Pilsley, Pilsley CE (Aided) Primary School

Rowsley, Rowsley CE (Controlled) Primary School

Stanton-in-Peak, Stanton-in-Peak CE (Controlled) Primary School

Stoney Middleton, Stoney Middleton CE (Controlled) Primary School

Tideswell, Bishop Pursglove CE (Aided) Primary School

Youlgreave, All Saints CE (Aided) Primary School

It should be noted that students residing outside the normal area for Lady Manners School who attend one of the above primary schools, are not automatically transferred to Lady Manners School at Year 7. They will be considered for admission using the criteria in the Admissions Policy.