

## **PRIMARY – SECONDARY LIAISON**

*Last update: June 2018*

### **Introduction**

The continuity of pupils' educational experience can be significantly enhanced by the quality of the links between primary and secondary schools. Katharine Lady Berkeley's School operates in the context of receiving pupils from over 40 partner/feeder primary schools and the number of pupils transferring from each primary school ranges from one up to fifty.

### **Aims**

- To establish strong links between the primary schools and Katharine Lady Berkeley's School
- To ensure that pupils are well prepared for their transfer and helped to feel secure in their new school.
- To ensure the effective transfer and use of pupil records.
- To develop a reciprocal understanding of the curriculum between the primary and secondary phases of schooling.

### **Procedures to be adopted for liaison**

- A senior member of staff will have responsibility for primary-secondary liaison
- Teachers from the primary and secondary phases will have opportunities to work together to facilitate pupil progress; to engender professional trust and to achieve a better understanding and appreciation of the value of teaching approaches used in each other's phase.
- The school will work on joint initiatives to support curriculum continuity with due regard to the cross county boundary issues
- An annual primary-secondary meeting will be held to review the curriculum, the transfer arrangements and to agree a programme for the next year.
- The Headteacher will visit the Headteachers at partner primary schools in order to promote strong relationships with those schools and to maintain an up to date awareness of practice in Key Stages 1 and 2.

### **Curriculum Links**

The school will build and maintain strong curriculum and other links with the primary schools in order to inform our teaching at Key Stage 3, to support the primary schools at Key Stage 2 and to support the transition of pupils from primary to secondary education. Examples of these links include:

- Support for Modern Foreign Languages in Years 3 to 6;
- Support for Physical Education, co-ordinated by Katharine Lady Berkeley's School's Sports Co-ordinator;
- Other curriculum cross phase links;

### **Transition arrangements**

- The Assistant Headteacher with responsibility for pastoral matters at Key Stage 3 is responsible for the transfer arrangements
- Open mornings for Year 5 pupils and parents will be held during term 6
- Open evening for Year 6 pupils and parents/carers in September
- Staff from this school will visit the primary schools during term 5 to collect information about individual pupils and discuss them with the relevant Year 6 teachers. There will be consultation about the relevant teaching group placement for each pupil upon transfer
- Prospective pupils and parents will have essential information during term 6 of Year 6
- Katharine Lady Berkeley's School's SENCO will make contact with the schools from which pupils with SEND are transferring and then with the relevant pupils and their parents.

- There will be a meeting during the term prior to transfer when the pupils and parents will have the opportunity to gain more detailed information about the structures and procedures which affect pupils in Year 7 and their individual needs, aspirations and interests.
- The Year 6 pupils will have a day of induction during the summer term prior to transfer. The day will include becoming familiar with the surroundings of the school; skills relating to the Social and Emotional Aspects of Learning; getting to know peers who will be in the same tutor group; a sample lessons with a variety of staff; experience the lunchtime arrangements.
- The school's Education Welfare Officer and Pastoral Team will identify vulnerable pupils who are transferring from Year 6 and, where appropriate, offer support towards the end of Year 6 and during the summer break between Years 6 and 7.
- A planned programme of induction will operate for the new pupils upon entry.

### **Administrative Arrangements**

Each pupil is given a Unique Pupil Number (UPN) when they start education. This number stays with them throughout their schooling. When a pupil is due to transfer to this school, the admissions secretary will contact the previous school to arrange for any information to be forwarded in the post. Alongside this, when a pupil transfers, information held on the Common Transfer Form (CTF) will be sent electronically.

*Discussed by the Teaching and Learning Committee: 20 June 2018*  
*Approved by full Governing Body: 11 July 2018*